



TRAINING GUIDE

CONNECTor

CONNECT CLASSROOM TRAINING

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NOTES

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CONNECT CLASSROOM TRAINING

Student Name

Instructor(s) Name(s)

Class Date

Go Live Date

Help Desk 410-260-1114

Online Training Library: <http://courtnet/connect/connected>

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Day 1: CONNECT EMPLOYEE SELF-SERVICE

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CONNECT CLASSROOM TRAINING

CONNECT - Classroom Training

CONNECT Training Resources

Continue familiarizing yourself with the resources available to you online. Visit our **CONNECTed Training Library** at <http://courtnet.courts.state.md.us/connect/connected/> (<http://courtnet.courts.state.md.us/connect/connected/>)

Contact email: connect@mdcourts.gov (<mailto:connect@mdcourts.gov>)

Day 1 Employee Self Service (ESS)

CONNECT Classroom Training - **Day 1 - Employee Self-Service**

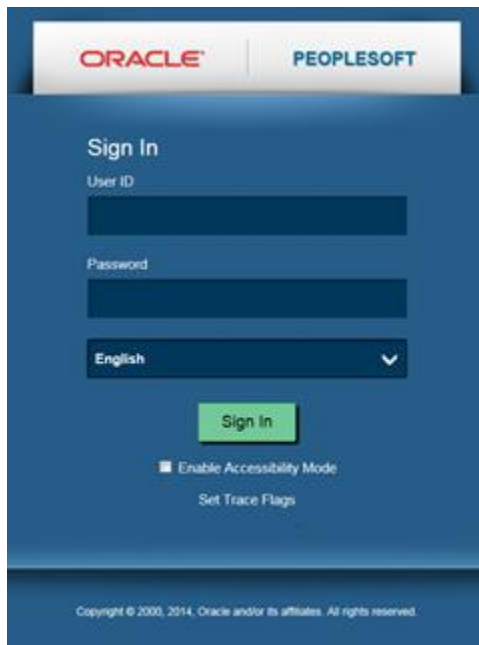
Agenda

08:30 AM Overview
09:00 AM Login and Navigation
09:30 AM Human Resources: Managing Personal Information
10:00 AM Break
10:15 AM Absence Management and Time Reporting
12:00 PM Lunch
01:00 PM Education and Learning Management
02:30 PM Break
02:45 PM Profile Management
03:30 PM Recruitment: Applying for Jobs
04:00 PM Wrap Up and Training Evaluations

Login and Navigation

CONNECT Sign In


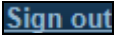
Signing into CONNECT is just like opening a secured page on a website on the Internet. You enter the URL (Uniform Resource Locator) in your browser window's address box to open the site. When the site opens, you type in your **User ID** and **Password** to access the secured areas.



Procedure - Job Aid

During this topic you will be guided through the process of signing into the CONNECT system.

Step	Action	Notes
1.	<p>When you open your default browser's window and type in the URL for CONNECT or select the bookmark for the page in which you would like to work, the Sign In page appears.</p> <p>You use this page to select the language in which you want your transaction pages to appear and to sign in to the application.</p>	

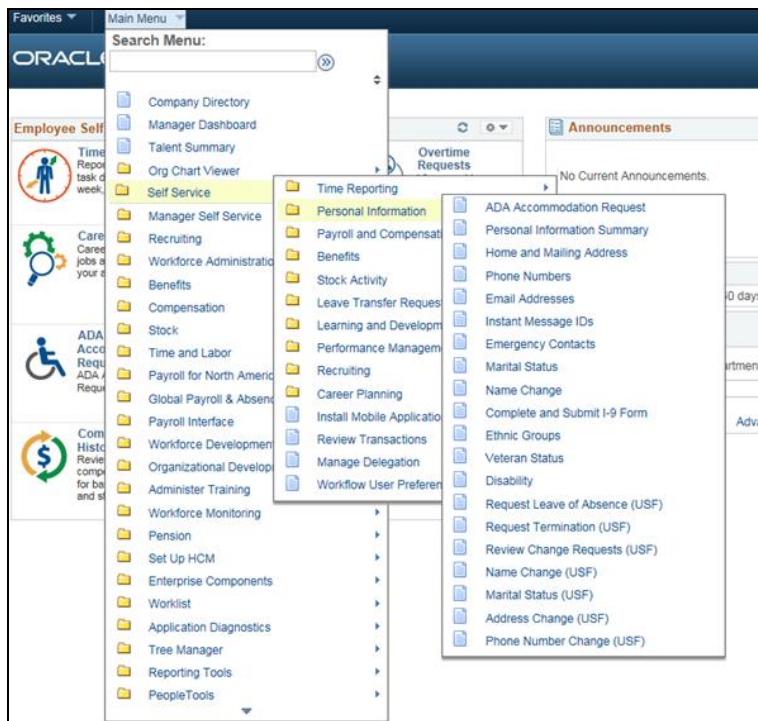
Step	Action	Notes
2.	<p>CONNECT's Internet Architecture structure provides "single signon" access, which allows you to work in multiple CONNECT applications and databases without having to sign out and sign in again.</p> <p>Both the User ID and Password fields are case sensitive.</p> <p>Click in the User ID field.</p>	
3.	Enter " ricky.martin " into the User ID field.	
4.	Click in the Password field.	
5.	<p>Once you have typed in the user ID, you can type in the password. Notice that for security purposes, when you type the password, it will be shown with asterisks. Also note that passwords are case sensitive.</p> <p>Enter "welcome1" into the Password field.</p>	
6.	<p>Click the Sign In button.</p> 	
7.	<p>Your HCM Home Page will load the defaulted pagelets with summary information from various sources within the system. This page may vary per user. This is the Home page for Enterprise Human Capital Management.</p> <p>For security purposes, your CONNECT system logs you out of your application after a period of inactivity. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire.</p>	
8.	<p>To exit CONNECT securely you should always sign out after completing your transaction.</p> <p>Click the Sign out link.</p> 	
9.	<p>You have completed the process of signing into the CONNECT system.</p> <p>End of Procedure - Job Aid.</p>	

Cascading Main Menu

The **cascading main menu** provides access to all the folders, submenus, and pages in CONNECT.



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CONNECT CLASSROOM TRAINING





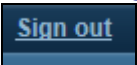


Procedure - Job Aid

During this topic you will be guided through the CONNECT system's cascading main menu.

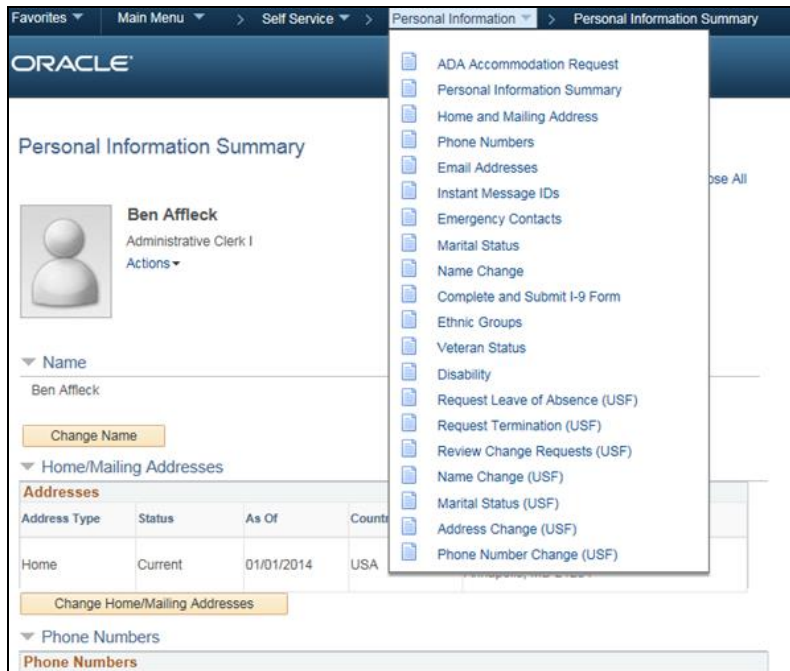
Step	Action	Notes
1.	Click the Sign In button. 	
2.	Mostly, you will navigate to components and pages in the application by using the cascading main menu. To navigate to components and pages, expand the Main Menu . For this exercise let's navigate to the Job Data component. Click the Main Menu button. 	

Step	Action	Notes
3.	<p>CONNECT uses cascading menus to display a menu structure composed of a hierarchy of folders and content references that you can use to navigate to various application pages.</p> <p>Menu items will vary based on user role security to provide you access to the components you will need to work with.</p>	
4.	<p>User security will determine the items available in the menu and therefore some users will have more menu items than others.</p> <p>If your menu includes more items than it can display an arrow at the bottom will allow you to navigate.</p> <p>To access additional menu items place your mouse over or click the Bottom arrow.</p> <p>Click the Scroll Down button.</p> 	
5.	<p>Click the Scroll Down button again to continue viewing the menu items.</p> 	
6.	<p>Click the Scroll Up button.</p> 	
7.	<p>You also have the ability to sort your menu items alphabetically in ascending and descending order.</p> <p>Click the Sort Menu button.</p> 	
8.	<p>Notice how the menu is now sorted in alphabetical and ascending order.</p> <p>Also, notice how the sort button is now pointing up.</p> <p>Click the Sort Menu button.</p> 	

Step	Action	Notes
9.	<p>The cascading menus approach is the recommended way of getting around in your CONNECT application. To use the cascading menus, you click each folder leading to the desired destination. Then, when you reach the destination page, click on that link.</p> <p>Click the Self Service menu.</p> 	
10.	<p>Click the Personal Information menu.</p> 	
11.	<p>Notice that yellow highlighting on the cascaded menus indicates your navigation trail to this point.</p> <p>Click the Personal Information Summary menu.</p> 	
12.	<p>Once you land on the page, the page title is displayed at the top. NOTE: some pages may have a different name than the menu item.</p>	
13.	<p>Also, notice the Navigation Path (also known as breadcrumbs) is available at the top.</p>	
14.	<p>Click the Home link.</p> 	
15.	<p>Click the Sign out link.</p> 	
16.	<p>You have successfully used some of the Cascading Main Menu items to move through CONNECT browser-based application interface.</p> <p>End of Procedure - Job Aid.</p>	




Navigation Path





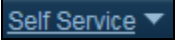
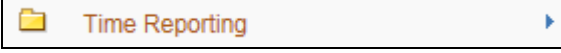
The **navigation path** (also known as breadcrumbs) is located at the top of each page. It provides quick access to other component pages from the current component page without having to start at the Main Menu.





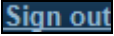


Procedure - Job Aid

During this topic you will learn how the navigation path can help you navigate quickly between a component's sections.

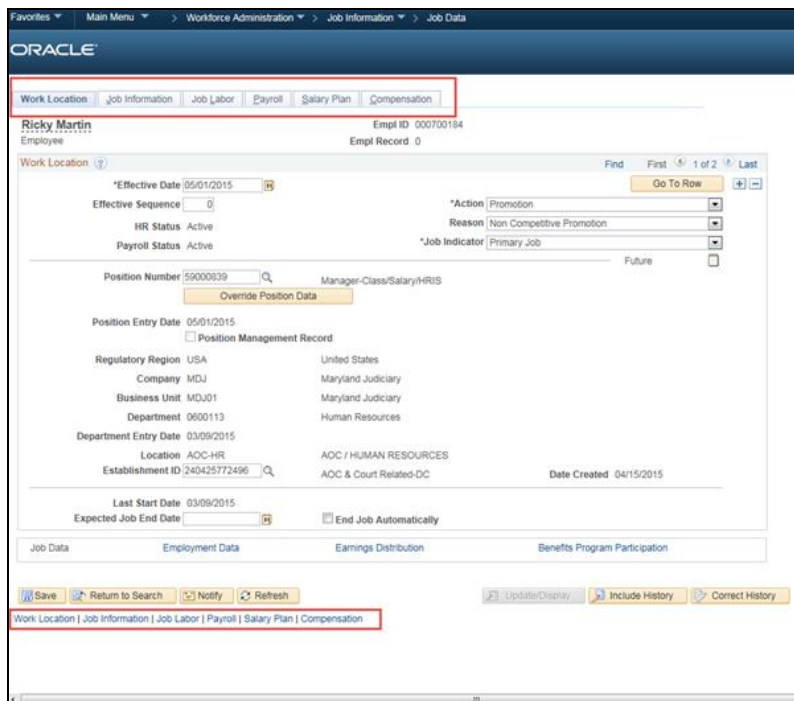
Step	Action	Notes
1.	Click the Sign In button. 	
2.	For this topic we will navigate to the Personal Information Summary Page within the Self-Service component. Click the Main Menu button. 	
3.	Click the Self Service menu. 	

Step	Action	Notes
4.	Click the Personal Information menu. 	
5.	Click the Personal Information Summary menu. 	
6.	<p>The cascading main menu allows you to navigate from a main folder to a subfolder to a page. Within the main and sub folders we have access to other areas of the main component, which in this example is the Self-Service component for Employee transactions.</p> <p>If you need to navigate to a page within the subfolder Personal Information, then the quickest way is to use the navigation path (also known as breadcrumbs).</p>	
7.	<p>Component folders containing additional sub folders or pages will display a down pointing arrow next to the link in the navigation path. In this example we want to access the Emergency Contacts page.</p> <p>Click the Personal Information button. </p>	
8.	<p>As you can see the navigation path link to Personal Information provides you with quick access to all related pages under that sub folder.</p> <p>Click the Emergency Contacts menu. </p>	
9.	<p>Unlike Personal Information, the Self-Service folder not only includes pages, it also contains sub-folders to other components.</p> <p>Click the Self Service button. </p>	
10.	<p>Notice how in this list of options we have access to various component sub folders and at the bottom some pages. From here we have quick access to, for example, the Time Reporting component which contains the Reporting Time folder which in contains the Timesheet page.</p> <p>Click the Time Reporting menu. </p>	

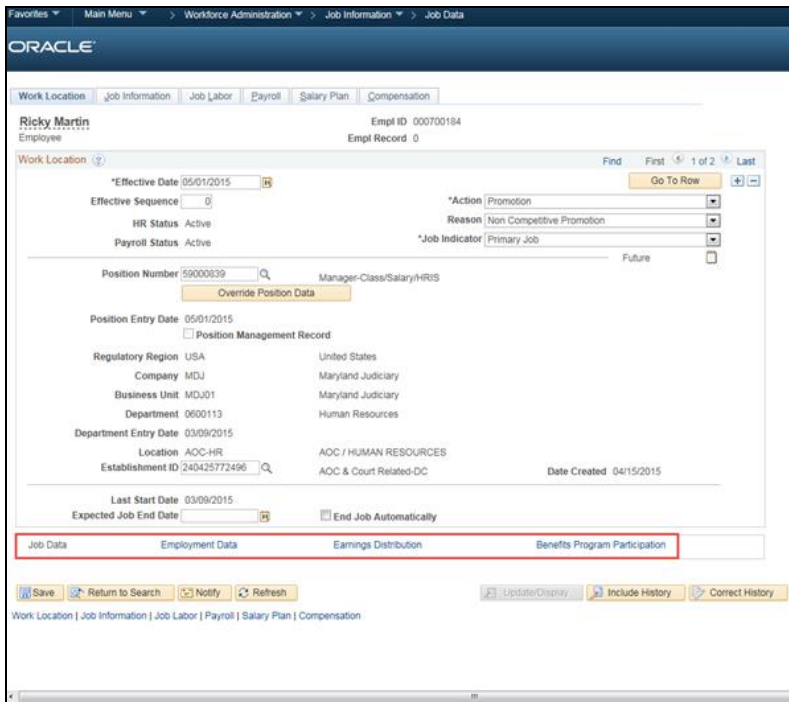
Step	Action	Notes
11.	Click the Report Time menu. 	
12.	Click the Timesheet menu. 	
13.	Notice how the navigation path is updated as we navigate to our final page.	
14.	Click the Main Menu button. 	
15.	You will always have the Main Menu available to navigate to other business areas of CONNECT.	
16.	You have completed reviewing the Navigation Path topic. Click the Home link. 	
17.	Click the Sign out link. 	
18.	You have completed the navigation path topic. End of Procedure - Job Aid.	

Component Tab Menu and Other Links

Component pages may include additional sections which you will navigate using **tab-based menus** as illustrated below.










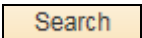
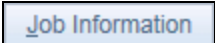
Occasionally you will see pages that, in addition to having links to other sections within the same component, have links to related components or pages. The related component links appear at the bottom of the transaction area as illustrated below.

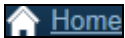



Procedure - Job Aid

During this lesson we will explain what a component tab menu is all about.

Step	Action	Notes
1.	Click the Sign In button. 	
2.	For this example we will navigate to the Job Data page. Click the Main Menu button. 	
3.	Click the Workforce Administration menu. 	
4.	Click the Job Information menu. 	
5.	Click the Job Data menu. 	

Step	Action	Notes
6.	<p>We will pull an employee record to view the Job Data page details.</p> <p>Click in the Last Name field.</p> 	
7.	<p>Enter "Nayar" into the Last Name field.</p>	
8.	<p>The type ahead provides you with a list of options to choose from based on your entry.</p> <p>Click the NAYA object.</p> 	
9.	<p>Click the Search button.</p> 	
10.	<p>To enter data in a CONNECT you will first access a component. In this example we are accessing Job Data Components consist of one to several pages within the same window. Usually these are pages that are related and need to be completed in succession.</p>	
11.	<p>To move between the pages, you can select the folder tabs or ...</p> <p>Click the Job Information tab.</p> 	
12.	<p>... or click the links at the bottom of each page.</p>	
13.	<p>Occasionally you will see pages that, in addition to having links to other pages in the component, have links to related components or pages. The related links appear at the bottom of the transaction area above the toolbar. Click any of these links to access that page or component. This convenience enables you to move easily to related transactions for the same key field to enter data without going through the search process again.</p> <p>When you click a component link, you will notice that the new transaction contains the same component links, enabling you to return to the original transaction if desired. The component or page in which you are working appears in black text and is not underlined. Some applications may identify these related links in another way. For example, you might see the phrase "Go to:" along with the related links at the bottom of a page. You might also see a list box with "...More," which contains several more related transaction links.</p>	

Step	Action	Notes
14.	<p>You can use the New Window link to open a new browser window, or child window. The new window shows the current component page as well as the navigation to your current position. From this window, you can view or enter data. You can open as many child windows as needed using the New Window link.</p> <p>Do not use your browser's File > New > Window feature. Doing so copies the current HTML from the parent window, instead of opening a new CONNECT-maintained window session.</p>	
15.	<p>You have completed the component tab menu and other links topic.</p> <p>Click the Home link.</p> 	
16.	<p>Click the Sign out link.</p> 	
17.	<p>Congratulations! You have completed the Component Tab Menu and Other Links topic.</p> <p>End of Procedure - Job Aid.</p>	

Favorites Menu

CONNECT includes a **Favorites menu** for you to bookmark your commonly used pages and quickly access them without navigating through the folder structure of the main menu.

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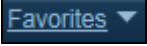

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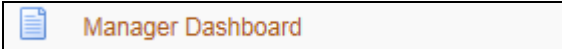
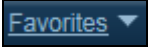


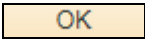
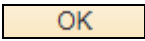
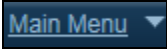
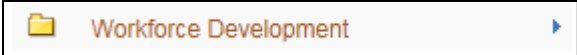
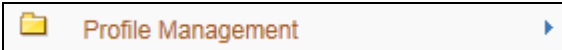
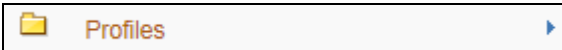
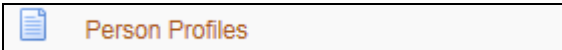


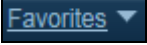


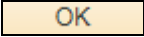
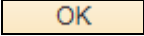
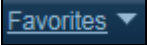



The screenshot shows the 'Personal Information Summary' page. On the left, a 'Favorites' menu is open, displaying 'Recently Used' items (Personal Information Summary, Pending Approvals, Worklist, Dependent Information, Add/Update Position Info) and 'My Favorites' items (Add to Favorites, Edit Favorites, Manager Dashboard, Person Profiles, Job Data). Below the menu, there are sections for 'Home/Mailing Addresses' (with a table showing a home address in Annapolis, MD) and 'Phone Numbers' (with a table showing a business phone number 410/283-1273). Buttons for 'Change Name', 'Change Home/Mailing Addresses', and 'Change Phone Numbers' are visible.


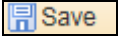
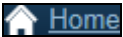
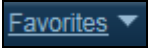

Procedure - Job Aid

During this topic you will learn how to maximize the use of the favorites menu by adding and editing your list of commonly used pages.

Step	Action	Notes
1.	Click the Sign In button. 	
2.	Click the Favorites button. 	
3.	Use the Favorites menu to quickly access (without menu navigation) the last several Recently Used pages and any pages that you've added to My Favorites .	
4.	Click the Main Menu button. 	

Step	Action	Notes
5.	<p>For example if you access the Manager Dashboard page often, this page can be added to your Favorites.</p> <p>Navigate to the Manager Dashboard page.</p> <p>Click the Manager Self Service menu.</p> 	
6.	<p>Click the Manager Dashboard menu.</p> 	
7.	Once the page loads we can add it to our favorites list.	
8.	<p>Click the Favorites button.</p> 	
9.	<p>Click the Add to Favorites menu.</p> 	
10.	<p>You may change the description here if you like. For this lesson, we will accept the default.</p> <p>Click in the Description field.</p> 	
11.	<p>Click the OK button.</p> 	
12.	<p>Click the OK button.</p> 	
13.	<p>We will add another page to our favorites. For this example we will navigate to the Person Profile page.</p> <p>Click the Main Menu button.</p> 	
14.	<p>Click the Workforce Development button.</p> 	
15.	<p>Click the Profile Management menu.</p> 	
16.	<p>Click the Profiles menu.</p> 	
17.	<p>Click the Person Profiles menu.</p> 	

Step	Action	Notes
18.	<p>We will repeat the same steps to add Person Profiles to our favorites.</p> <p>Click the Favorites button.</p> 	
19.	<p>Click the Add to Favorites menu.</p> 	
20.	<p>Click in the Description field.</p> 	
21.	<p>Click the OK button.</p> 	
22.	<p>Click the OK button.</p> 	
23.	<p>Let's view our new additions.</p> <p>Click the Favorites button.</p> 	
24.	<p>Manager Dashboard and Person Profiles are now in the My Favorites list.</p>	
25.	<p>Use the Edit Favorites page to control the order in which you want your favorites to appear in the Favorites menu and to delete favorites.</p> <p>Click the Edit Favorites menu.</p> 	
26.	<p>Use Sequence number to order your favorites.</p> <p>Click in the Sequence number field.</p> 	
27.	<p>Press [Backspace] to delete the current data.</p>	
28.	<p>Manager Dashboard will be the first in the sequence.</p> <p>Enter "1" into the Sequence number field.</p>	
29.	<p>Click in the Sequence number field.</p> 	
30.	<p>Press [Backspace] to delete the current data.</p>	

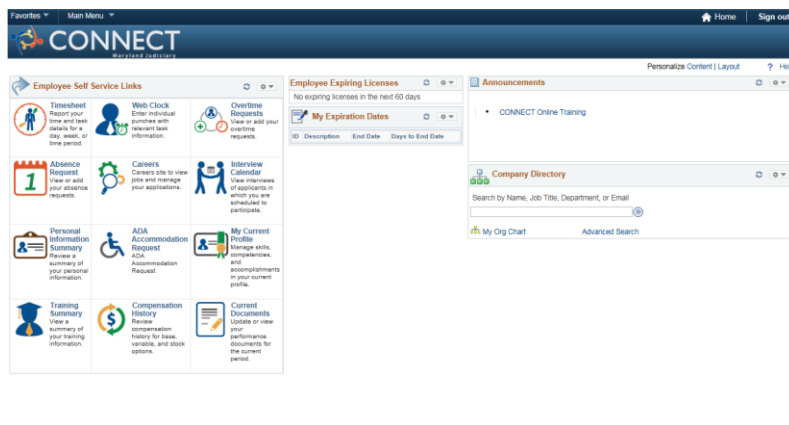
Step	Action	Notes
31.	<p>Person Profiles will be second in the sequence.</p> <p>Enter "2" into the Sequence number field.</p>	
32.	<p>Click in the Sequence number field.</p> 	
33.	<p>Press [Backspace] to delete the current data.</p>	
34.	<p>Job Data will now be third in the sequence.</p> <p>Enter "3" into the Sequence number field.</p>	
35.	<p>You must save after editing or deleting.</p> <p>Click the Save button.</p> 	
36.	<p>Clear the page display.</p> <p>Click the Home link.</p> 	
37.	<p>Let's view our changes.</p> <p>Click the Favorites button.</p> 	
38.	<p>Notice how the order of My Favorites is now in the sequence we created.</p>	
39.	<p>You have completed learning how to add pages to My Favorites list menu.</p> <p>Click the Sign out link.</p> 	
40.	<p>Congratulations! You have learned how to add pages to the favorites menu list for quick access to your most used pages in CONNECT.</p> <p>End of Procedure - Job Aid.</p>	

Human Resources: Managing Personal Information

Employee HR Dashboard


The Employee Dashboard provides a quick view of:



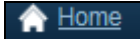
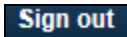
- Self Service Links
- Expiring Licenses
- Expiration Dates
- Announcements
- Manager Expiration Dates
- Company Directory



Procedure - Job Aid

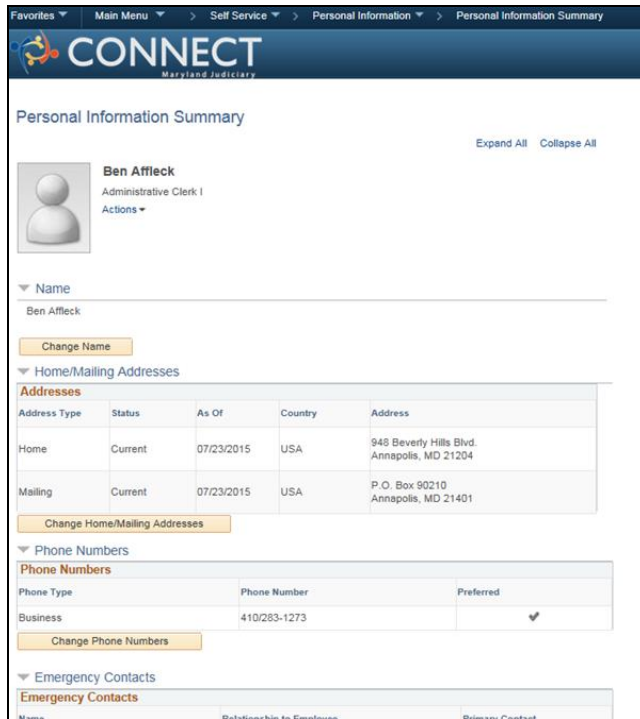
This topic will describe the various pagelets available in the Employee Dashboard

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " kenneth.luck " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT Employee HR Dashboard is a set with predefined pagelets. A pagelet is a small window that provides quick access and view to summary information.	

Step	Action	Notes
7.	<p>The CONNECT Employee HR Dashboard will load the defaulted pagelets with summary information from various sources within the system. This page may vary per user.</p> <p>For security purposes, your CONNECT system logs you out of after 20 minute period of inactivity. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire.</p>	
8.	The Employee Self Service Links provides you with quick access to the most frequently used pages by employees. The options available may vary per user role (for example only Managers will see the Manager Dashboard link).	
9.	The Employee Expiring Licenses pagelet provides alerts 60 days prior to expiration of licenses.	
10.	My Expiration Dates will show expiration alerts for Acting Capacity, Probation Periods and Contract Periods expiring within the next 30 days.	
11.	Announcements will be posted here by the Human Resources personnel. The announcements will be links that when clicked more information will be provided.	
12.	<p>Click the CONNECT Online Training link.</p> 	
13.	<p>The announcement is displayed in a pop-up window.</p> <p>Click the OK button.</p> 	
14.	The Company Directory is a search option (by Name, Job Title, Department, or Email) that will provide you with an organizational chart view. The My Org Chart link will provide you with your organizational chart.	
15.	<p>Click the Home link.</p> 	
16.	<p>Click the Sign out link.</p> 	
17.	<p>You have completed reviewing the Employee HR Dashboard</p> <p>End of Procedure - Job Aid.</p>	




Viewing & Updating Personal Information

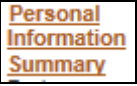


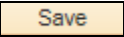



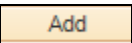
The Personal Information Summary page allows employees to keep their information up to date including home and mailing address, phone numbers, emergency contacts, email address, and ethnic group.



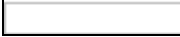
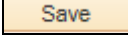


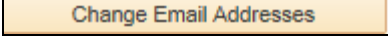




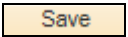




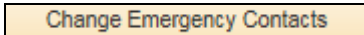
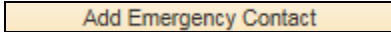



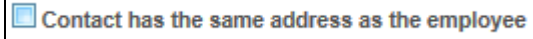

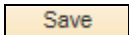
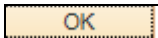

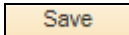


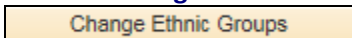
Procedure - Job Aid





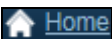

In this topic, you will view and update your personal information from the Personal Information Summary page.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " ben.affleck " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " test123 " into the Password field.	
5.	Click the Sign In button. 	

Step	Action	Notes
6.	Click the Personal Information Summary link. 	
7.	Use the Personal Information Summary page to view and update personal information such as: <ul style="list-style-type: none"> • Address • Phone Number • Emergency Contacts • Email Address • Marital Status • Ethnic Group 	
8.	Click the Change Home/Mailing Addresses button. 	
9.	NOTE: Once you update your Home Address you must submit a W-4 form with the state. http://www.irs.gov/ (http://www.irs.gov/)	
10.	You have the ability to add a new address or edit an existing address.	
11.	Click the Edit button to edit the current home address. 	
12.	Click in the Address 1 field.	
13.	Press [Backspace] to delete 123 Main St.	
14.	Enter " 948 Beverly Hills Blvd. " into the Address 1 field.	
15.	Click the Save button. 	
16.	Click the OK button. 	
17.	Notice the address reflects the changes that were just entered.	
18.	Click the Address Type drop-down list. 	
19.	Click the Mail list item. 	
20.	Click the Add button. 	
21.	Click in the Address 1 field.	
22.	Enter " P.O. Box 90210 " into the Address 1 field.	

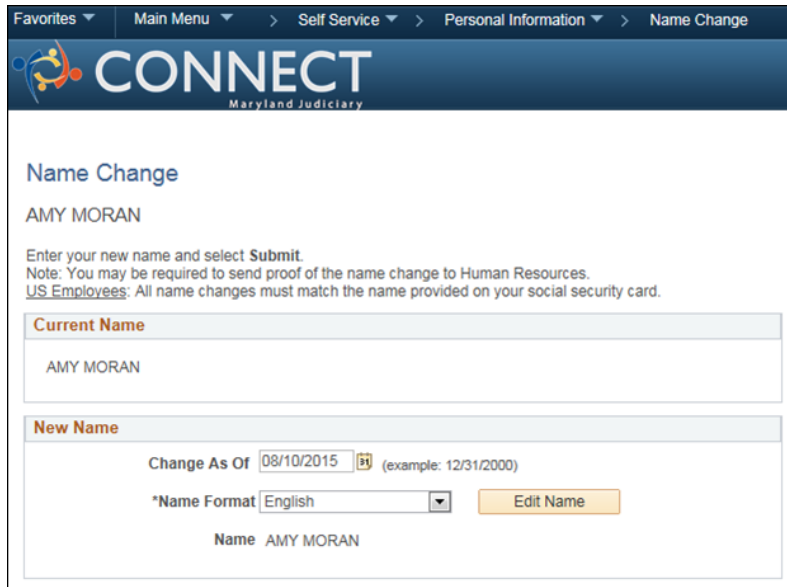
Step	Action	Notes
23.	Click in the City field. 	
24.	Enter " Annapolis " into the City field.	
25.	Click in the State field. 	
26.	Enter " MD " into the State field.	
27.	Click in the Postal field. 	
28.	Enter " 21401 " into the Postal field.	
29.	Click the Save button. 	
30.	Note the message indicating the update was successful.	
31.	Click the OK button. 	
32.	Notice you have updated an existing address and added a mailing address.	
33.	Click the Return to Personal Information link. 	
34.	Click the Vertical Scrollbar to scroll down the page.	
35.	Click the Change Email Addresses button. 	
36.	Business email address can not be updated.	
37.	Click the Add Email Address button. 	
38.	Click the Email Type drop-down list. 	
39.	Click the Home list item. 	
40.	Click in the Email Address field. 	
41.	Enter " ben.affleck@email.com " into the Email Address field.	
42.	Click the Save button. 	
43.	Click the OK button. 	

Step	Action	Notes
44.	Click the Return to Personal Information link. 	
45.	Click the Vertical Scrollbar to scroll down the page.	
46.	Click the Change Emergency Contacts button. 	
47.	Click the Add Emergency Contact button. 	
48.	Click in the Contact Name field. 	
49.	Enter " Jennifer Garner " into the Contact Name field.	
50.	Click the Relationship to Employee drop-down list. 	
51.	Click the Spouse list item. 	
52.	Click the Contact has the same address as the employee option. 	
53.	Click in the Telephone field. 	
54.	Enter " 4102402797 " into the Telephone field.	
55.	Click the Save button. 	
56.	Click the OK button. 	
57.	Notice Jennifer Garner has been added as an emergency contact.	
58.	Click the Primary Contact option. 	
59.	Click the Save button. 	
60.	Click the OK button. 	
61.	Click the Return to Personal Information link. 	
62.	Click the Vertical Scrollbar to scroll down the page.	
63.	Click the Change Ethnic Groups button. 	

Step	Action	Notes
64.	Click the Add an Ethnic Group button. 	
65.	Click the Description drop-down list.	
66.	Click the White list item.	
67.	Click the Save button. 	
68.	Click the OK button. 	
69.	Click the Return to Personal Information link. 	
70.	The changes made to your address, emergency contacts, email address, and ethnic groups are now reflected in your Personal Information Summary.	
71.	Click the Vertical Scrollbar to scroll down the page.	
72.	View the details to ensure the updates are complete and accurate.	
73.	You have completed updating your personal information. Click the Home link. 	
74.	Click the Sign out link. 	
75.	You have completed the topic "Viewing & Updating Personal Information". End of Procedure - Job Aid.	

Submitting a Name Change





You can use CONNECT to submit a name change. Upon submitting the change, the request is sent to an HR Administrator to review and approve the name change before it is finalized.


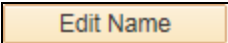

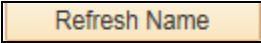
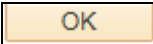
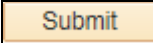

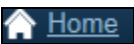
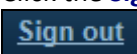


The screenshot shows the 'Name Change' page in the CONNECT Maryland Judiciary system. The breadcrumb trail at the top reads: Favorites > Main Menu > Self Service > Personal Information > Name Change. The page title is 'Name Change' and the current user is 'AMY MORAN'. Instructions state: 'Enter your new name and select Submit. Note: You may be required to send proof of the name change to Human Resources. US Employees: All name changes must match the name provided on your social security card.' The form has two main sections: 'Current Name' with a text field containing 'AMY MORAN', and 'New Name' which includes a 'Change As Of' date field (08/10/2015), a 'Name Format' dropdown (English), and an 'Edit Name' button. At the bottom of the 'New Name' section, it displays 'Name AMY MORAN'.

Procedure - Job Aid

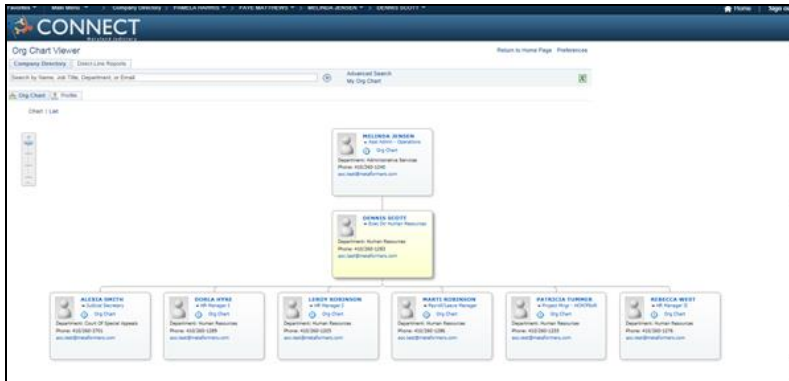
In this topic, you will submit a name change.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " amy.moran " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Personal Information menu. 	

Step	Action	Notes
9.	Click the Name Change menu. 	
10.	Notice the "Change As Of" date defaults with the current date. You can change this date if your name change will go into effect on a different date.	
11.	Click the Edit Name button. 	
12.	Click in the Last Name field. 	
13.	Press [Backspace] to delete Moran.	
14.	Enter " Fletcher " into the Last Name field.	
15.	Click the Refresh Name button. 	
16.	Notice the name displays Amy Fletcher and not Amy Moran.	
17.	Click the OK button. 	
18.	Click the Submit button. 	
19.	Note: Before the name change is finalized in CONNECT, it will be reviewed and approved by an HR Administrator.	
20.	Click the OK button. 	
21.	Click the Home link. 	
22.	Click the Sign out link. 	
23.	You have completed the topic "Submitting a Name Change". End of Procedure - Job Aid.	





Viewing the Organizational Chart





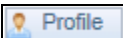
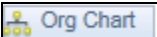
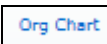
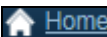
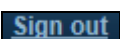
This organizational visualization and navigation directory offers functionality beyond a typical organization chart by supporting and identifying direct-line reporting chains. The org chart viewer displays a person within a three-tiered graphical representation of the reporting structure.



Procedure - Job Aid

In this topic, you will view your position on an organizational chart and view your direct and indirect reporting structure.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " dennis.scott " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the My Org Chart link. 	
7.	The Organizational Chart shows your direct-line reports. By default, your square in the chart is highlighted.	

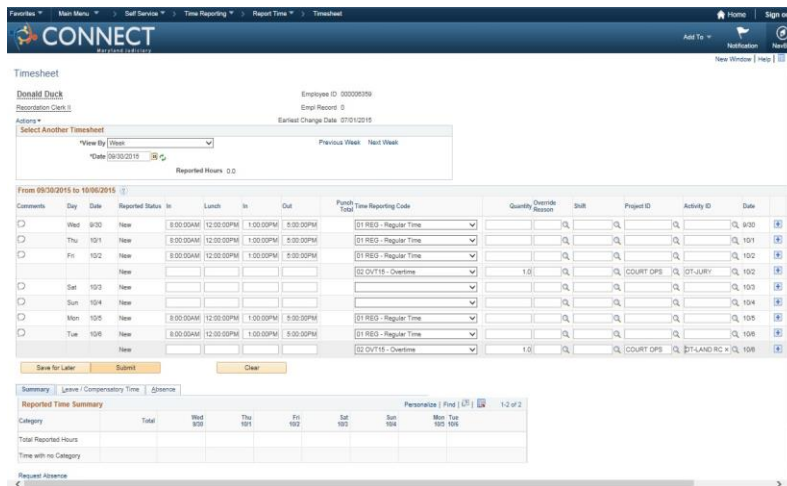
Step	Action	Notes
8.	Click the minus "-" button to zoom out on the organizational chart. 	
9.	Notice the chart got smaller. You can continue to zoom out to get a more complete view of the chart.	
10.	Click the "Right" arrow to view the right side of the organizational chart. 	
11.	Click the "Left" arrow to view the left side of the organizational chart. 	
12.	Click the "Initial Point" button to return to the center of the organizational chart. 	
13.	You can view your profile information and HR data from the Profile tab. Alternatively, you can view other direct line report's profile and HR data by selecting a different name in the organizational chart. Click the Profile tab 	
14.	Review the data on the Profile page	
15.	Click the Org Chart tab to return to the organizational chart. 	
16.	To view the direct-line reports for another person, click the Org Chart link in the box for the desired individual. 	
17.	View the organizational structure for Jeanette Hyre.	
18.	You have the option to download the organizational chart detail information you are viewing as an Excel file.	
19.	You have completed viewing the organizational chart. Click the Home link. 	
20.	Click the Sign out link. 	

Step	Action	Notes
21.	You have successfully completed the topic "Viewing the Organizational Structure". End of Procedure - Job Aid.	

Absence Management and Time Reporting



Report Time - Punch Timesheet with Project, Activity, and Overtime

A punch timesheet allows an employee to enter time worked as in/meal/in/out (punch) times worked per day using a variety of time reporting codes that determine the category for the time worked.










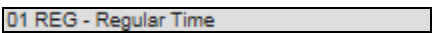


Procedure - Job Aid



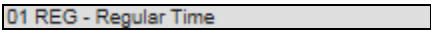


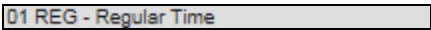


In this topic, you will report time on a punch timesheet that includes work on a project and overtime.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " kerry.dennis " into the User ID field.	
3.	Click in the Password field. 	

TRAINING GUIDE **CONNECT CLASSROOM TRAINING**






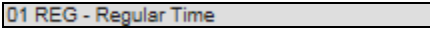





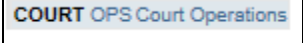


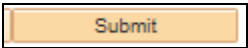
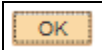
Step	Action	Notes
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	
7.	Click the Timesheet link. 	
8.	You can use the Previous Week and Next Week hyperlinks to navigate forward and backwards. Employees may report time for up to 3 previous pay periods.	
9.	Click in the In field. 	
10.	Enter " 8a " into the In field.	
11.	Click in the Lunch field. 	
12.	Enter " 12p " into the Lunch field.	
13.	Click in the In field. 	
14.	Enter " 1p " into the In field.	
15.	Click in the Out field. 	
16.	Enter " 5p " into the Out field.	
17.	Click the Time Reporting Code drop-down list. 	
18.	Click the 01 REG - Regular Time list item. 	
19.	Click in the In field. 	
20.	Enter " 8a " into the In field.	
21.	Click in the Lunch field. 	
22.	Enter " 12p " into the Lunch field.	

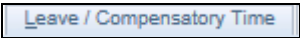
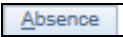
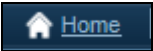
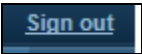
Step	Action	Notes
23.	Click in the In field. 	
24.	Enter " 1p " into the In field.	
25.	Click in the Out field. 	
26.	Enter " 5p " into the Out field.	
27.	Click the Time Reporting Code drop-down list. 	
28.	Click the 01 REG - Regular Time list item. 	
29.	Click in the In field. 	
30.	Enter " 8a " into the In field.	
31.	Click in the Lunch field. 	
32.	Enter " 12p " into the Lunch field.	
33.	Click in the In field. 	
34.	Enter " 1p " into the In field.	
35.	Click in the Out field. 	
36.	Enter " 5p " into the Out field.	
37.	Click the Time Reporting Code drop-down list. 	
38.	Click the 01 REG - Regular Time list item. 	
39.	To add additional time for a specific day, click the plus sign in the right hand column to insert a new row for that day. This might include Comp Time or Overtime. Click the Add a new row at row 3 button. 	
40.	Click the Time Reporting Code drop-down list. 	
41.	Click the 02 OVT15 - Overtime list item. 	

TRAINING GUIDE **CONNECT CLASSROOM TRAINING**



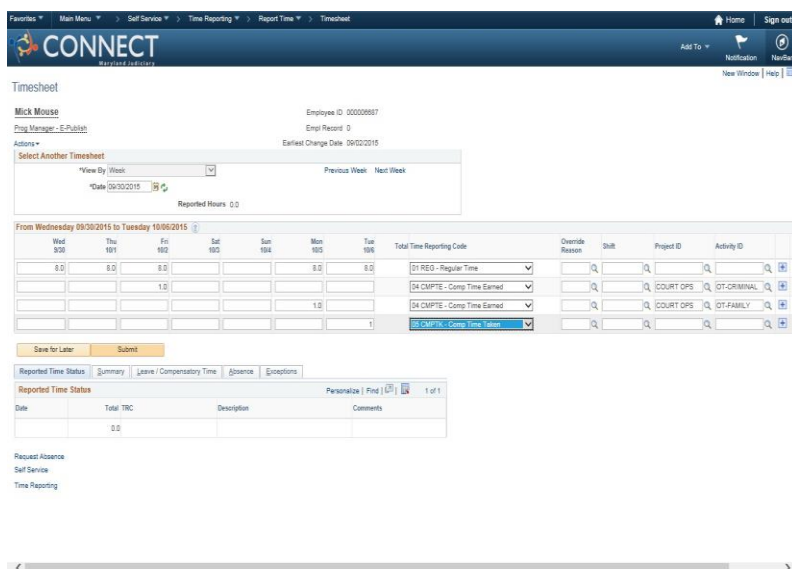
Step	Action	Notes
42.	Click in the Quantity field. <input type="text"/>	
43.	Enter " 1 " into the Quantity field.	
44.	If the overtime is related to a project, the employee would select a Project and Activity ID. Click the Look up Project ID button. 	
45.	Click the COURT OPS link. 	
46.	Click the Look up Activity ID button. 	
47.	Click the OT-JURY link. 	
48.	Click in the In field. <input type="text"/>	
49.	Enter " 8a " into the In field.	
50.	Click in the Lunch field. <input type="text"/>	
51.	Enter " 12p " into the Lunch field.	
52.	Click in the In field. <input type="text"/>	
53.	Enter " 1p " into the In field.	
54.	Click in the Out field. <input type="text"/>	
55.	Enter " 5p " into the Out field.	
56.	Click the Time Reporting Code drop-down list. 	
57.	Click the 01 REG - Regular Time list item. 	
58.	Click in the In field. <input type="text"/>	
59.	Enter " 8a " into the In field.	
60.	Click in the Lunch field. <input type="text"/>	
61.	Enter " 12p " into the Lunch field.	

Step	Action	Notes
62.	Click in the In field. 	
63.	Enter " 1p " into the In field.	
64.	Click in the Out field. 	
65.	Enter " 5p " into the Out field.	
66.	Click the Time Reporting Code drop-down list. 	
67.	Click the 01 REG - Regular Time list item. 	
68.	Click the Add a new row at row 8 button. 	
69.	Click the Time Reporting Code drop-down list. 	
70.	Click the 02 OVT15 - Overtime list item. 	
71.	Click in the Quantity field. 	
72.	Enter " 1 " into the Quantity field.	
73.	Click in the Project ID field. 	
74.	Enter " court " into the Project ID field.	
75.	Click the COURT OPS object. 	
76.	Click the Look up Activity ID button. 	
77.	Click the OT-LAND RCDS link. 	
78.	Click the Submit button. 	
79.	Click the OK button. 	
80.	The Summary tab summarizes worked overtime and comp time hours by day.	

Step	Action	Notes
81.	Click the Leave / Compensatory Time tab. 	
82.	Leave and Comp Time balances can be viewed on the Leave/Compensatory Time tab.	
83.	Click the Absence tab. 	
84.	The Absence tab can be used to launch an absence request. This topic will be explored in more detail in the Absence Management UPKs. All accrued absence balances can be viewed at the bottom of the timesheet page.	
85.	Click the Home link. 	
86.	Click the Sign out link. 	
87.	You have completed reporting 40 REG time hours on a punch timesheet with an additional 2 hours worked on a project using overtime. End of Procedure - Job Aid.	

Report Time - Elapsed Timesheet with Project, Activity, and Comp Time

An elapsed timesheet allows an employee to enter time worked in hours per day using a variety of time reporting codes that determine the category for the time worked.



Timesheet

Mick Mouse
Proj Manager - Evaluation
Employee ID: 00000557
Emp Record: 0
Earliest Change Date: 09/02/2015

Select Another Timesheet
View By: Week
Date: 09/30/2015
Reported Hours: 0.0

From Wednesday 09/30/2015 to Tuesday 10/06/2015

Wed 9/30	Thu 9/31	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Total Time Reporting Code	Override Reason	Shift	Project ID	Activity ID
8.0	8.0	8.0			8.0	8.0	01 REG - Regular Time				
		1.0					04 CMPT - Comp Time Earned			COURT OPS	OT-CRIMINAL
					1.0		04 CMPT - Comp Time Earned			COURT OPS	OT-FAMILY
						1	05 CMPT - Comp Time Taken				

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions


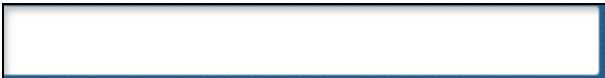



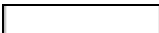

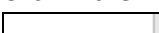
Reported Time Status
Personalize | Find | 1 of 1

Date	Total TRC	Description	Comments
	0.0		

Request Absence
Self Service
Time Reporting

Procedure - Job Aid










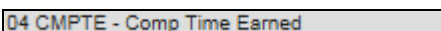
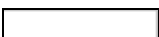
In this topic, you will report time on an elapsed timesheet that includes regular work hours and overtime/comp time project hours.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " pamela.vaughn " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.	
7.	Click the Timesheet link. 	
8.	You can use the Previous Week and Next Week hyperlinks to navigate forward and backwards. Employees may report time for up to 3 previous pay periods.	
9.	Click in the Wed field. 	
10.	Enter " 8 " into the Wed field.	
11.	Click in the Thu field. 	
12.	Enter " 8 " into the Thu field.	
13.	Click in the Fri field. 	
14.	Enter " 8 " into the Fri field.	
15.	Click in the Mon field. 	

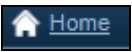
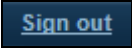
TRAINING GUIDE

CONNECT CLASSROOM TRAINING



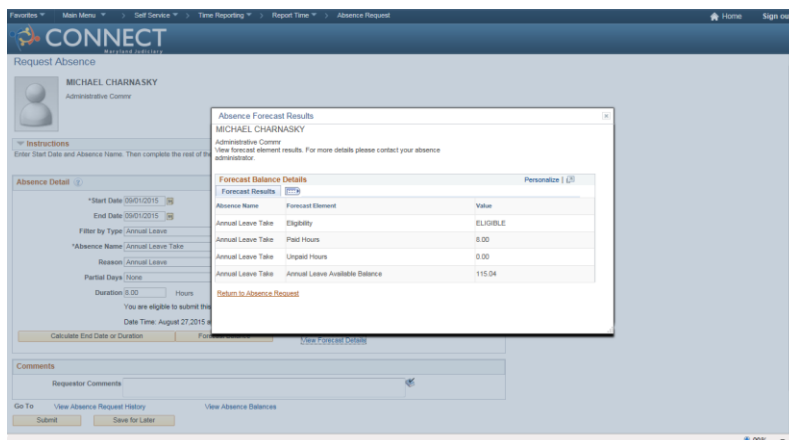
Step	Action	Notes
16.	Enter "8" into the Mon field.	
17.	Click in the Tue field. 	
18.	Enter "8" into the Tue field.	
19.	Click the Time Reporting Code drop-down list. 	
20.	Click the 01 REG - Regular Time list item. 	
21.	Click in the Fri field. 	
22.	Enter "1" into the Fri field.	
23.	Click the Time Reporting Code drop-down list. 	
24.	Click the 04 CMPTE - Comp Time Earned list item. 	
25.	If the overtime is related to a project, the employee would select a Project and Activity ID. Click the Look up Project ID button. 	
26.	Click the COURT OPS link. 	
27.	Click the Look up Activity ID button. 	
28.	Click the OT-CRIMINAL link. 	
29.	Click in the Mon field. 	
30.	Enter "1" into the Mon field.	
31.	Click the Time Reporting Code drop-down list. 	
32.	Click the 04 CMPTE - Comp Time Earned list item. 	
33.	Click in the Project ID field. 	
34.	Enter "court" into the Project ID field.	

Step	Action	Notes
35.	Click the Court Operations object. 	
36.	Click the Look up Activity ID button. 	
37.	Click the OT-FAMILY link. 	
38.	Click the Add a new row at row 3 button. 	
39.	Click in the Tue field. 	
40.	Enter " 1 " into the Tue field.	
41.	Click the Time Reporting Code drop-down list. 	
42.	Click the 05 CMPTK - Comp Time Taken list item. 	
43.	Make sure to review your inputs before submitting. Click the Submit button. 	
44.	After time has been submitted, you can review the status on the Reported Time Status tab.	
45.	Click the Summary tab. 	
46.	The Summary tab summarizes worked overtime and comp time hours by day.	
47.	Click the Leave / Compensatory Time tab. 	
48.	Leave and Comp Time balances can be viewed on the Leave/Compensatory Time tab.	
49.	Click the Absence tab. 	
50.	The Absence tab can be used to launch an absence request. This topic will be explored in more detail in the Absence Management UPKs. All accrued absence balances can be viewed at the bottom of the timesheet page.	


Step	Action	Notes
51.	Click the Home link. 	
52.	Click the Sign out link. 	
53.	You have completed reporting 40 REG time hours on an elapsed timesheet with an additional 3 hours worked on a project using comp time. End of Procedure - Job Aid.	

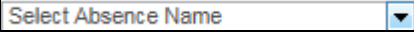


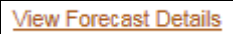
Request Time Off with Balance Forecasting - Annual Leave

Request Time Off with Balance Forecasting - Annual Leave



Procedure - Job Aid


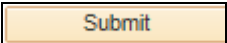
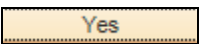
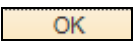


Step	Action	Notes
1.	Click in the User ID field. <input type="text"/>	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field. <input type="password"/>	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

Step	Action	Notes
6.	Click the Absence Request link. 	
7.	Click the View Absence Request History link. 	
8.	Click the Return to Absence Request link. 	
9.	Click in the Start Date field. 	
10.	Press [Backspace] .	
11.	Enter " 09/01/2015 " into the Start Date field.	
12.	Click the Filter by Type drop-down list. 	
13.	Click the Annual Leave list item. 	
14.	Click the Absence Name drop-down list. 	
15.	Click the Annual Leave Take list item. 	
16.	Click the Reason drop-down list. 	
17.	Click the Annual Leave list item. 	
18.	If applicable, you can attach documentation to support your request. For this example, do not attach a document.	
19.	Click in the Duration field. 	
20.	Enter " 8 " into the Duration field.	
21.	Click the Calculate End Date or Duration button. 	
22.	Click the Forecast Balance button. 	
23.	Click the View Forecast Details link. 	

TRAINING GUIDE

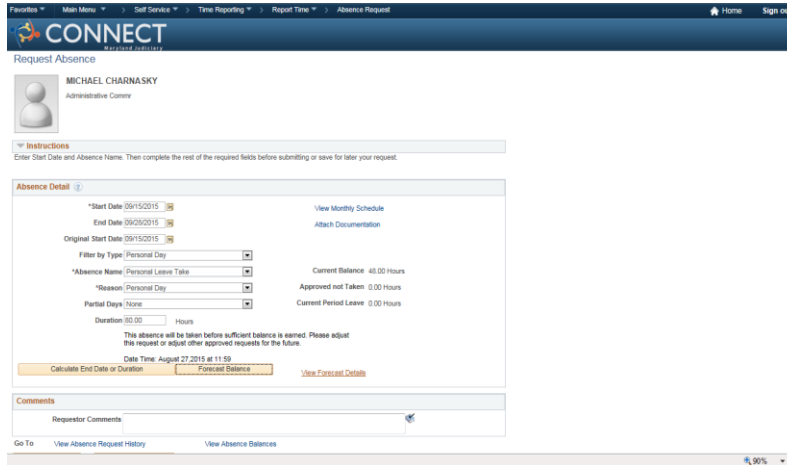
CONNECT CLASSROOM TRAINING




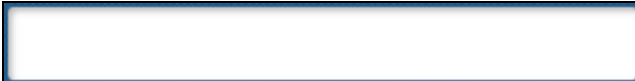

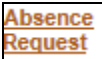

Step	Action	Notes
24.	Click the Return to Absence Request link. 	
25.	Click the Submit button. 	
26.	Click the Yes button. 	
27.	Click the OK button. 	
28.	Click the Home link. 	
29.	Click the Sign out link. 	
30.	End of Procedure - Job Aid.	





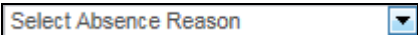


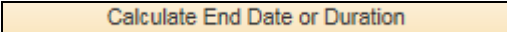
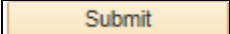
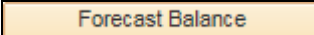
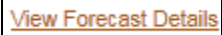


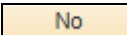

Request Time Off - Insufficient Balance

Request Time Off - Insufficient Balance



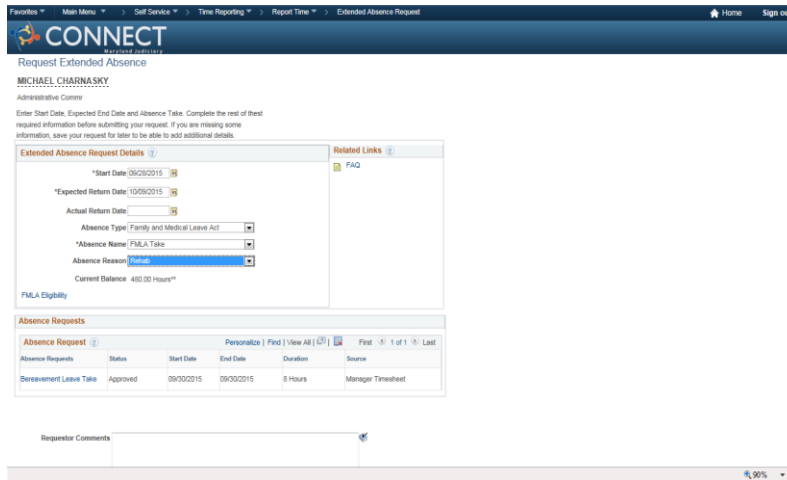
Procedure - Job Aid

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Absence Request link. 	
7.	Click in the Start Date field. 	
8.	Press [Backspace] .	
9.	Enter " 09/15/2015 " into the Start Date field.	


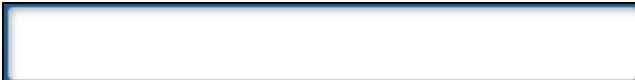



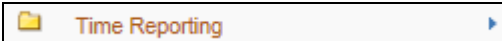

Step	Action	Notes
10.	Click the Filter by Type drop-down list. 	
11.	Click the Personal Day list item. 	
12.	Click the Absence Name drop-down list. 	
13.	Click the Personal Leave Take list item. 	
14.	Click the Reason drop-down list. 	
15.	Click the Personal Day list item. 	
16.	Click in the Duration field. 	
17.	Enter "80" into the Duration field.	
18.	Click the Calculate End Date or Duration button. 	
19.	Click the Submit button. 	
20.	Notice the message indicating you must forecast your balance before submitting the request.	
21.	Click the Forecast Balance button. 	
22.	Click the View Forecast Details link. 	
23.	Click the Return to Absence Request link. 	
24.	Click the Home link. 	
25.	Click the No button. 	
26.	Click the Sign out link. 	
27.	End of Procedure - Job Aid.	

Request an Extended Absence - FMLA Timeframe

Request an Extended Absence - FMLA Timeframe


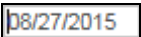



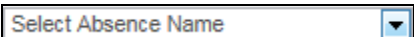
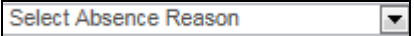
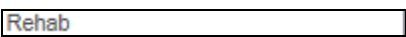
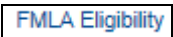
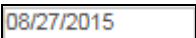
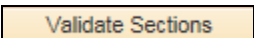



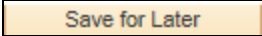

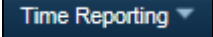


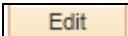

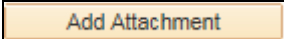

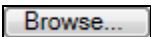
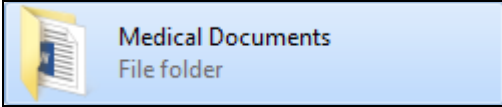

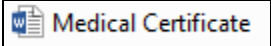
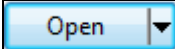
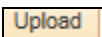
Procedure - Job Aid




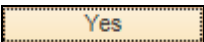
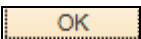
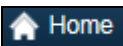
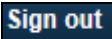
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the Report Time menu. 	

TRAINING GUIDE **CONNECT CLASSROOM TRAINING**



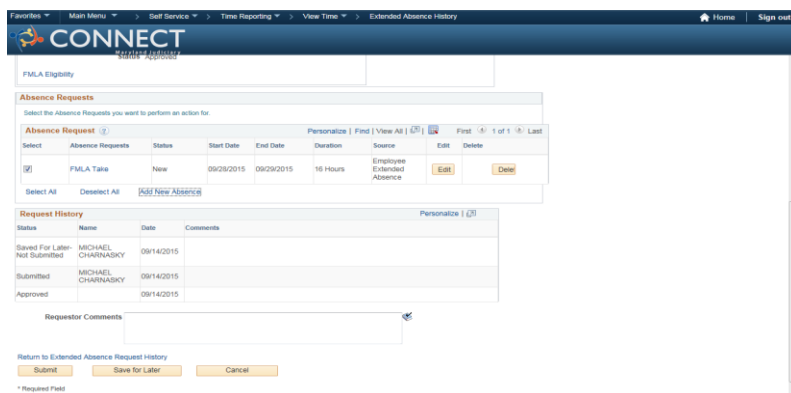
Step	Action	Notes
10.	Click the Extended Absence Request menu. 	
11.	Click in the Start Date field. 	
12.	Press [Backspace] .	
13.	Enter " 09/28/2015 " into the Start Date field.	
14.	Click in the Expected Return Date field. 	
15.	Enter " 10/9/2015 " into the Expected Return Date field.	
16.	Click the Absence Type drop-down list. 	
17.	Click the Family and Medical Leave Act list item. 	
18.	Click the Absence Name drop-down list. 	
19.	Click the FMLA Take list item. 	
20.	Click the Absence Reason drop-down list. 	
21.	Click the Rehab list item. 	
22.	Click the FMLA Eligibility link. 	
23.	Click the Vertical scrollbar to move down the page.	
24.	Click in the Date Change Will Take Effect field. 	
25.	Press [Backspace] .	
26.	Enter " 09/28/2015 " into the Date Change Will Take Effect field.	
27.	Click the Validate Sections button. 	
28.	Click the OK button. 	
29.	Click the Return to Extended Absence Request link. 	

Step	Action	Notes
30.	Click the Save for Later button. 	
31.	Click the OK button. 	
32.	Click the Time Reporting button. 	
33.	Click the View Time menu. 	
34.	Click the Extended Absence History menu. 	
35.	Click the Edit button. 	
36.	Click the Medical Certificate (0) link. 	
37.	Click the Add Attachment button. 	
38.	Click in the Subject field.	
39.	Enter " Medical Certificate " into the Subject field.	
40.	Click the Add Attachment button. 	
41.	Click the Browse button. 	
42.	Click the Medical Documents list item. 	
43.	Click the Open button. 	
44.	Click the Medical Certificate list item. 	
45.	Click the Open button. 	
46.	Click the Upload button. 	

Step	Action	Notes
47.	Click the Save button. 	
48.	Click the Extended Absence Request link. 	
49.	Click the Submit button. 	
50.	Click the Yes button. 	
51.	Click the OK button. 	
52.	Click the Vertical scrollbar to move down the page.	
53.	Click the Home link. 	
54.	Click the Sign out link. 	
55.	End of Procedure - Job Aid.	

Request an Extended Absence - FMLA Take Days

Request an Extended Absence - FMLA Take Days



Procedure - Job Aid


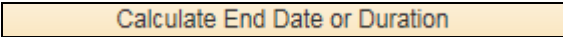
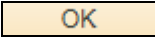
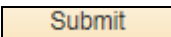
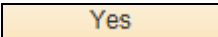
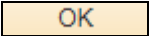
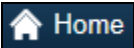
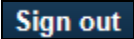
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " michael.charnasky " into the User ID field.	
3.	Click in the Password field.	

Step	Action	Notes
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Extended Absence History menu. 	
11.	Click the Edit button. 	
12.	Click the Vertical scrollbar to move down the page.	
13.	Click the Add New Absence link. 	
14.	Click in the Start Date field. 	
15.	Press [Backspace] .	
16.	Enter " 09/28/2015 " into the Start Date field.	
17.	Click the Filter by Type drop-down list. 	
18.	Click the Family and Medical Leave Act list item. 	
19.	Click the Absence Name drop-down list. 	
20.	Click the FMLA Take list item. 	
21.	Click the Reason drop-down list. 	
22.	Click the FMLA Medical list item. 	

TRAINING GUIDE

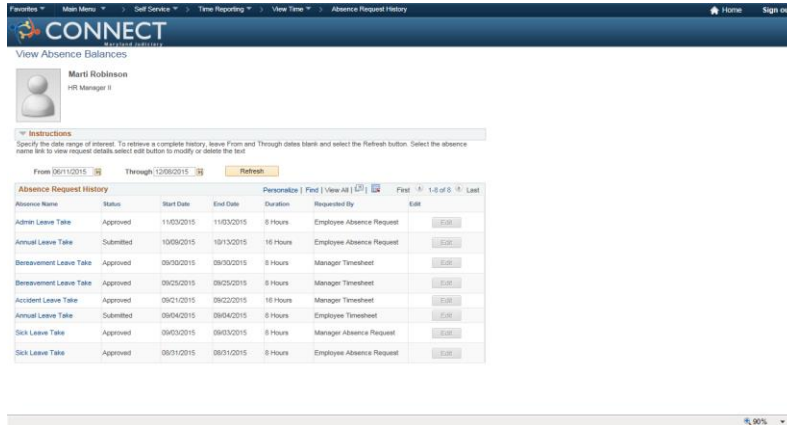
CONNECT CLASSROOM TRAINING




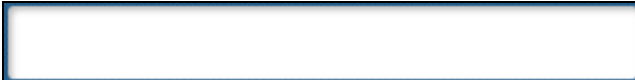



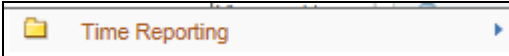


Step	Action	Notes
23.	Click in the Duration field. 	
24.	Enter " 16 " into the Duration field.	
25.	Click the Calculate End Date or Duration button. 	
26.	Click the Vertical scrollbar to move down the page.	
27.	Click the OK button. 	
28.	Click the Submit button. 	
29.	Click the Yes button. 	
30.	Click the OK button. 	
31.	Click the Home link. 	
32.	Click the Sign out link. 	
33.	End of Procedure - Job Aid.	

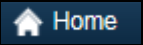
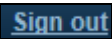
View Absence History

View Absence History



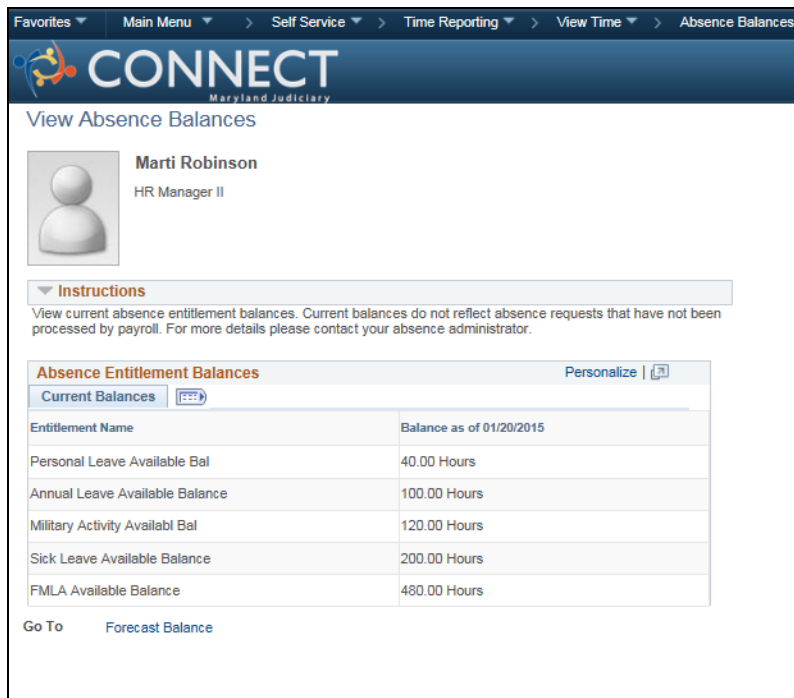
Procedure - Job Aid

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " marti.robinson " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Absence Request History menu. 	

Step	Action	Notes
11.	Notice the From and Through date fields. You can specify any date range you desire or leave the fields blank to display a complete history. If you change the dates, click the Refresh button to update the display.	
12.	View your absence request history.	
13.	Click the Home link. 	
14.	Click the Sign out link. 	
15.	End of Procedure - Job Aid.	

View Absence Balances

Through Employee Self Service you will have access to view your absence balance.





CONNECT
 Maryland Judiciary

View Absence Balances

Marti Robinson
 HR Manager II

Instructions
 View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.





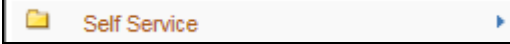



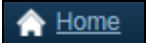

Absence Entitlement Balances [Personalize](#) | 

Current Balances 

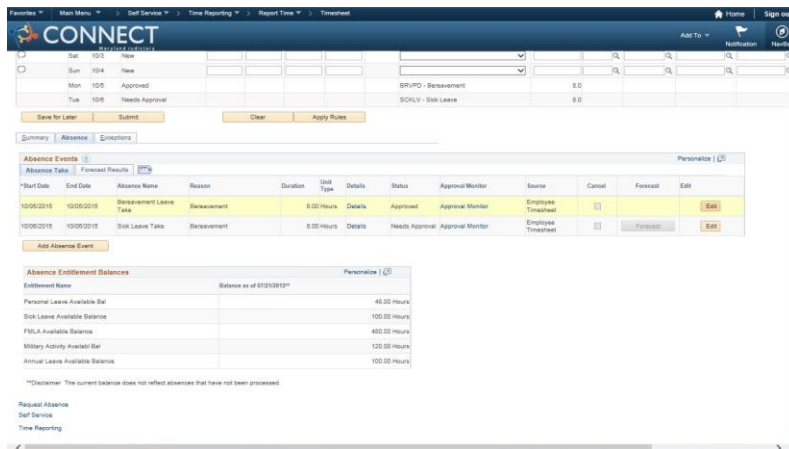
Entitlement Name	Balance as of 01/20/2015
Personal Leave Available Bal	40.00 Hours
Annual Leave Available Balance	100.00 Hours
Military Activity Availabl Bal	120.00 Hours
Sick Leave Available Balance	200.00 Hours
FMLA Available Balance	480.00 Hours

Go To [Forecast Balance](#)

Procedure - Job Aid



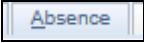


Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " marti.robinson " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Time Reporting menu. 	
9.	Click the View Time menu. 	
10.	Click the Absence Balances menu. 	
11.	View your available balances.	
12.	Click the Home link. 	
13.	Click the Sign out link. 	
14.	End of Procedure - Job Aid.	

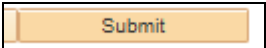
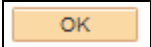




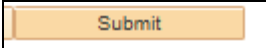

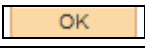

Canceling Absence Request from Timesheet


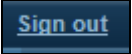


Procedure - Job Aid

In this topic, you will cancel absence requests posted on the timesheet page. One absence has already been approved, another absence will be pending approval.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " donald.duck " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Timesheet link. 	
7.	Employee Donald Duck is using a punch timesheet.	
8.	Click the Absence tab. 	
9.	Click the Vertical scrollbar to move down the page.	
10.	Click the Edit button for the Approved absence. 	
11.	Click the Cancel option. 	

Step	Action	Notes
12.	Click the Submit button to make the change to the absence request. 	
13.	To acknowledge documentation may be required, Click the OK button. 	
14.	This message is alerting you to certify the reported time is accurate. Click the OK button. 	
15.	Click the OK button. 	
16.	Notice the Approved absence has been removed from the Absence Events section. Click the Edit button for the absence request that is pending approval. 	
17.	Click the Cancel option. 	
18.	Click the Submit button to make the change to the absence request. 	
19.	To acknowledge documentation may be required, Click the OK button. 	
20.	This message is alerting you to certify the reported time is accurate. Click the OK button. 	
21.	Click the OK button. 	
22.	Notice both absence requests have been removed from the Absence Events section.	

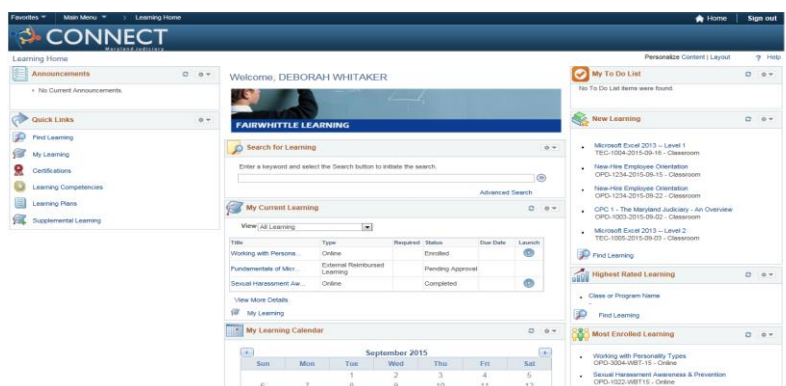
Step	Action	Notes
23.	Click the Home link. 	
24.	Click the Sign out link. 	
25.	You have cancelled an approved absence request and a pending absence request from an employee's timesheet. End of Procedure - Job Aid.	

Education and Learning Management: ELM

Employee Learning Dashboard




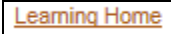
The Employee Learning Dashboard provides a quick view of:



- Announcements
- Quick Links
- Expiration Dates
- Search for Learning
- My Current Learning
- My Learning Calendar
- My To Do List
- New Learning
- Highest Rated Learning
- Most Enrolled Learning



Procedure - Job Aid

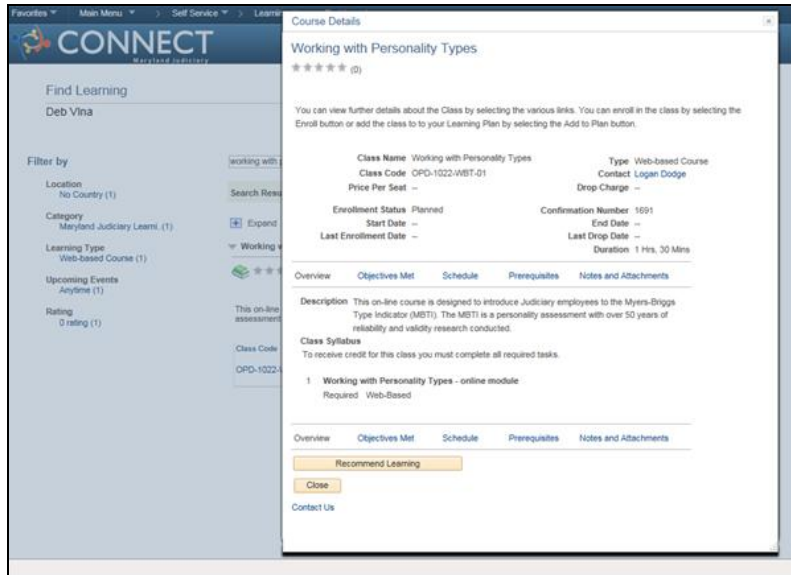
In this topic, you will review the Employee Learning Dashboard.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " deborah.whitaker " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Learning Home menu. 	
7.	View the Announcements pagelet. This pagelet displays Judiciary learning announcements. These announcements can be a company wide announcement or a more specific announcement for a certain group of learners.	
8.	View the Quick Links pagelet. These links are used to navigate quickly to the most frequently accessed learner pages.	
9.	View the Search for Learning pagelet. This pagelet allows a learner to use a basic keyword search to quickly find learning in the learning catalog.	
10.	View the My Current Learning pagelet. This pagelet allows a learner to view the status of their learning. Clicking on the Title links displays the details for that learning.	
11.	View the My To Do List pagelet. This pagelet allows a learner to view outstanding learning tasks. These tasks can be accessed directly using the links in the pagelet.	

Step	Action	Notes
12.	View the New Learning pagelet. This pagelet displays new learning opportunities that have been recently added to the learning catalog.	
13.	Click the Vertical Scrollbar to navigate down the page.	
14.	View the My Learning Calendar pagelet. This pagelet displays your learning events in a calendar. When a date is highlighted, it indicates you are enrolled in a class for that day. Clicking that date will allow you to see the details of the enrollment.	
15.	View the Highest Rated Learning pagelet. This pagelet displays learning that has received the highest ratings among other learners. Clicking the links in this pagelets displays the learning details.	
16.	View the Most Enrolled Learning pagelet. This pagelet displays the learning that has the highest enrollments in the Judiciary.	
17.	Click the Vertical Scrollbar to navigate up the page.	
18.	Click the Home link. 	
19.	Click the Sign out link. 	
20.	You have completed the review of the Employee Learning Dashboard. End of Procedure - Job Aid.	





Searching the Learning Catalog & Enrolling in a Class




Search the catalog for available courses and enroll into a class.



Procedure - Job Aid

In this topic, you will search for courses in the learning catalog and enroll into a class.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning menu. 	

Step	Action	Notes
9.	Click the Find Learning menu. 	
10.	<p>The learning catalog consists of courses, classes, and programs. A course represents a specific topic of study. A class is an offering of a course. A program represents a significant learning goal that can be achieved by completing multiple classes.</p> <p>By default, the Find Learning page displays the first 15 courses/programs you have access to view.</p> <p>To view additional items, you can click the right arrow or the "View All" link.</p> <p>In this example, you have access to a total of 48 courses and programs.</p>	
11.	To narrow your search results, you can apply a filter or perform a keyword search.	
12.	Filters are displayed on the left side of the page indicating the number of class offerings available within each filter.	
13.	Click the Classroom (3) link to view courses with the learning type of classroom. 	
14.	<p>2 courses containing 3 classes are displayed after applying the filter.</p> <p>Note: The third class is not visible in this screen.</p>	
15.	To search by keyword, click in the Search by keyword field.	
16.	Enter " being calm " into the Search field.	
17.	Click the Search button. 	
18.	Note: Only courses containing the keywords "being calm" are displayed.	
19.	<p>Available classes are listed below the course title. The class details include Class Code, Type, Duration, Start Date, and Location.</p> <p>Some courses may have multiple class offerings.</p>	

Step	Action	Notes
20.	To view the class details, click the class code link. For this example, click the OPD-1001-2015-08-27 link. 	
21.	Click the Vertical Scrollbar to scroll down the page and view all class details.	
22.	Click the Close button. 	
23.	For this example, click the Enroll button for the 08/27/2015 class. 	
24.	Notice the Available Seats and Available Waitlist. Available Seats indicates the number of open spots for this class. Available Waitlist indicates the number of students who can be placed on a waitlist if there are no available seats. In this example, you will not be waitlisted since there are 10 available seats.	
25.	Click the Submit Enrollment button. 	
26.	Notice the message indicating the enrollment requires approval. Note: All enrollments will require a manager's approval.	
27.	Click the Learning Home link. 	
28.	Click the My Learning link to see your personal learning activities. 	
29.	My Learning displays all of your learning activities. Notice the status of "Pending Approval" for Being Calm and Clear.	
30.	Click the Home link. 	
31.	Click the Sign out link. 	
32.	You have completed the topic "Searching the Learning Catalog & Enrolling in a Class". End of Procedure - Job Aid.	

Searching the Learning Catalog & Registering for a Curriculum Program

A curriculum program guides you, as a learner, along a specific learning path over an unrestricted period of time to fulfill one or more objectives. Because a curriculum has no built-in time frame for completion, the learning is self-paced. The record of completion for a curriculum does not expire, therefore, you only need to complete the curriculum once.

The curriculum in this example requires you to complete 4 courses to successfully complete the curriculum.

Name Court Professional Certificate (CPC) CU
Effective Date 01/01/2000

Curriculum Code OPD-CPC-CURR
Version

Save Create New Clone Delete Previous Next Return To Search Page

Section Completion Rules

Section Details View All First 1 of 1 Last

*Section Name CPC Courses

Instructions A class for each of the four courses must be completed to receive the CPC.

180 characters remaining

*Section Order 1

Number to Complete 4



Details Personalize View All 1-4 of 4 First 1-4 of 4 Last









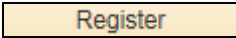
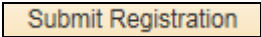
Order	Required	*Course	Allow Waiver	Historical Credit	Credit Period	Allow Equivalent
1	<input checked="" type="checkbox"/>	CPC 1 - The Maryland Judiciary - An Overview	<input type="checkbox"/>	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	CPC 2 - The Nuts and Bolts of the Circuit and Dist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	CPC 3 - Ethical Practice in the Workplace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	CPC 4 - Personnel Policies and Rules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	365	<input type="checkbox"/>

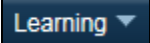


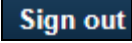
Add Course

Procedure - Job Aid

In this topic, you will search the learning catalog for a curriculum program and register for the program.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " kelly.williamson " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	

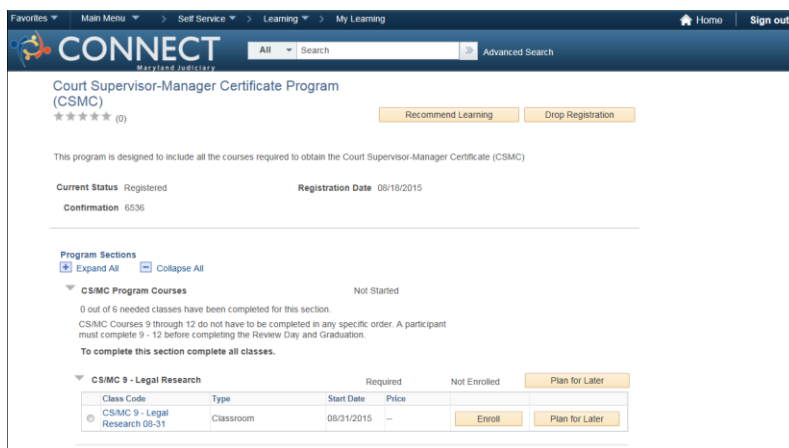
Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Learning menu. 	
9.	Click the Find Learning menu. 	
10.	You can search for the desired curriculum utilizing any of the following methods: <ul style="list-style-type: none"> • Filtering the learning catalog using the learning type of "Curriculum" • Performing a keyword search • Using the Advanced Search function In this example, use the advanced search function.	
11.	Click the Advanced Search link. 	
12.	Click the Learning Type drop-down list. 	
13.	Click the Curriculum list item. 	
14.	Click the Search button. 	
15.	Notice the search results displays 1 curriculum.	
16.	Click the View Details link. 	
17.	Click the Vertical scrollbar to move down the page.	
18.	Review the course requirements associated with this curriculum.	
19.	Click the Register button. 	
20.	Click the Submit Registration button. 	
21.	Notice the status of Pending Approval. Note: All program registrations require a manager's approval.	

Step	Action	Notes
22.	Click the Learning button. 	
23.	Click the My Learning menu. 	
24.	Notice Court Professional Certificate is displayed on the My Learning page with a status of Pending Approval.	
25.	Click the Home link. 	
26.	Click the Sign out link. 	
27.	You have completed the topic "Searching the Learning Catalog & Registering for a Curriculum Program". End of Procedure - Job Aid.	

Enrolling in a Class from the Curriculum Progress Page

A curriculum program guides you, as a learner, along a specific learning path over an unrestricted period of time to fulfill one or more objectives. Because a curriculum has no built-in time frame for completion, the learning is self-paced. The record of completion for a curriculum does not expire, therefore, you only need to complete the curriculum once.

Once registered for the program, the Curriculum Progress page displays all the courses that define the program in addition to your enrollment and completion status for each of the courses. As you view these courses, you can enroll into the classes simply by clicking the "Enroll" button for the desired class.



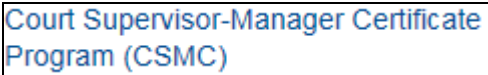
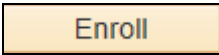


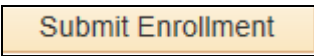
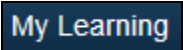
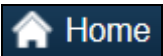

Favorites ▾ Main Menu ▾ Self Service ▾ Learning ▾ My Learning ▾ Home Sign out
CONNECTed TRAINING LIBRARY
 All ▾ Search Advanced Search
 Court Supervisor-Manager Certificate Program (CSMC)
 ★★★★★ (0) Recommend Learning Drop Registration
 This program is designed to include all the courses required to obtain the Court Supervisor-Manager Certificate (CSMC).
 Current Status: Registered Registration Date: 08/18/2015
 Confirmation: 6536
 Program Sections
 Expand All Collapse All
 ▾ CS/MC Program Courses Not Started
 0 out of 6 needed classes have been completed for this section.
 CS/MC Courses 9 through 12 do not have to be completed in any specific order. A participant must complete 9 - 12 before completing the Review Day and Graduation.
 To complete this section complete all classes.
 ▾ CS/MC 9 - Legal Research Required Not Enrolled Plan for Later

Class Code	Type	Start Date	Price		
CS/MC 9 - Legal Research 09-31	Classroom	08/31/2015	--	Enroll	Plan for Later

Procedure - Job Aid

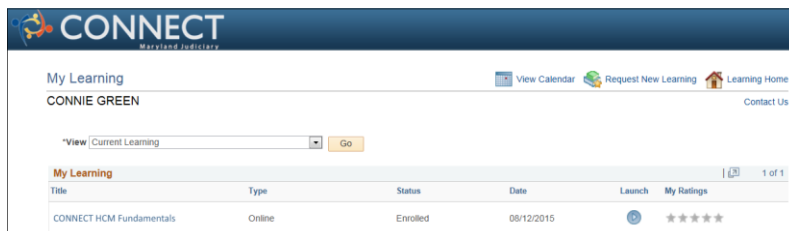
In this topic, you will enroll into a class from a curriculum program that you are registered for.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " nancy.kline " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	
10.	In order to enroll into a class from the curriculum program, you must first be registered for the program. This means you will have submitted the program registration request and your manager will have approved it. Notice in this example, the curriculum status is "Registered" meaning it has already been approved by the manager.	
11.	Click the Court Supervisor-Manager Certificate Program (CSMC) link to access the Curriculum Progress page. 	
12.	The Curriculum Progress page displays all the courses that define the program and your enrollment status for each of the courses.	
13.	Click the Vertical scrollbar to move down the page.	
14.	In this example, you are not currently enrolled into the CS/MC 9 - Legal Research course which is the first course in the program.	
15.	Click the Enroll button for the CS/MC 9 - Legal Research 08-31 class. 	

Step	Action	Notes
16.	Click the Submit Enrollment button. 	
17.	Notice the message indicating the enrollment requires approval from your manager.	
18.	Click the My Learning menu. 	
19.	The CS/MC 9 - Legal Research course is displayed on your My Learning page with a status of "Pending Approval".	
20.	Click the Home link. 	
21.	Click the Sign out link. 	
22.	You have completed the topic "Enrolling in a Class from the Curriculum Progress Page". End of Procedure - Job Aid.	

Accessing a Web-Based Course





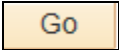
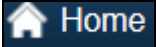
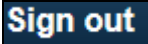
Web-based courses are courses that can be completed online and can be launched directly from CONNECT.



Procedure - Job Aid

In this topic, you will navigate to your "My Learning" page and launch a web-based course.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	

Step	Action	Notes
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	
10.	Web-based courses are self-paced and can be launched directly from CONNECT. When you click the launch button, the course will likely open in a new window.	
11.	Click the Launch button for the CONNECT HCM Fundamentals course. 	
12.	Complete the online course as instructed. When you are finished, click the Close Tab button to close the online course. 	
13.	Notice the course CONNECT HCM Fundamentals is no longer displayed as part of your current learning. To view the status of the course, change the View to display Completed Learning.	
14.	Click the View drop-down list.	
15.	Click the All Completed Learning list item.	
16.	Click the Go button. 	
17.	Notice the course CONNECT HCM Fundamentals is displayed under All Completed Learning with a status of Completed.	
18.	Click the Home link. 	
19.	Click the Sign out link. 	

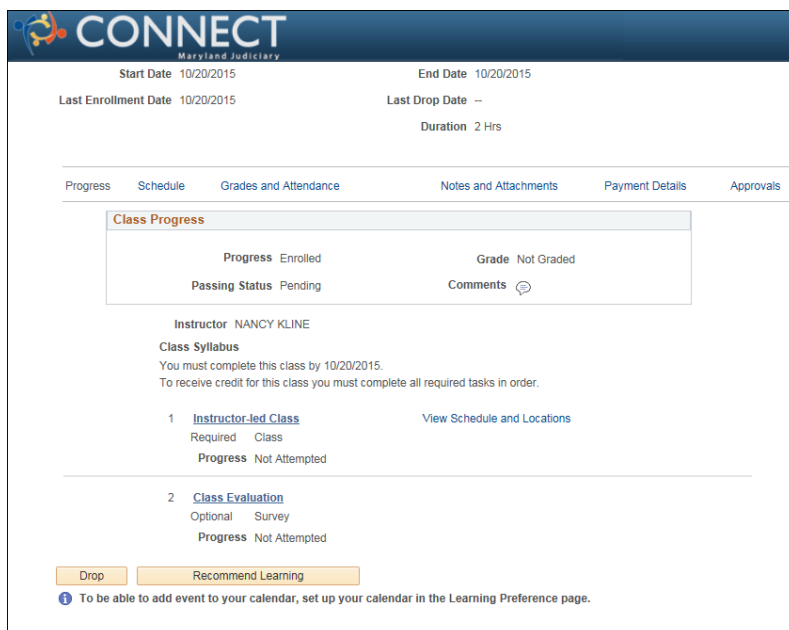
Step	Action	Notes
20.	You have completed the topic "Accessing a Web-Based Course". End of Procedure - Job Aid.	

Understanding and Completing Course Learning Components

Learning components are the building blocks of a course. CONNECT supports 6 basic types of learning components:

- Web-based
- Session
- Webcast
- Test
- Survey
- Assignment

Each course must have at least 1 learning component but could have more than one. In most cases, you will see courses that either have a class session, web-based component, or a survey used to evaluate the course.



CONNECT
 Maryland Judiciary

Start Date 10/20/2015 End Date 10/20/2015
 Last Enrollment Date 10/20/2015 Last Drop Date --
 Duration 2 Hrs

Progress Schedule Grades and Attendance Notes and Attachments Payment Details Approvals

Class Progress

Progress	Enrolled	Grade	Not Graded
Passing Status	Pending	Comments	

Instructor NANCY KLINE

Class Syllabus
 You must complete this class by 10/20/2015.
 To receive credit for this class you must complete all required tasks in order.


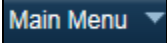



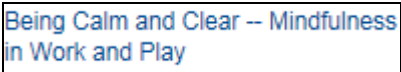
- 1 [Instructor-led Class](#) [View Schedule and Locations](#)
 Required Class
 Progress Not Attempted
- 2 [Class Evaluation](#)
 Optional Survey
 Progress Not Attempted

Drop Recommend Learning

To be able to add event to your calendar, set up your calendar in the Learning Preference page.





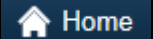
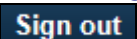
Procedure - Job Aid

In this topic, you will view a course's learning components.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Learning menu. 	
9.	Click the My Learning menu. 	
10.	Click the Being Calm and Clear -- Mindfulness in Work and Play link. 	
11.	Click the Vertical scrollbar to move down the page.	
12.	Notice this course has two learning components: <ul style="list-style-type: none"> • Instructor-led Class • Class Evaluation You must satisfy the requirements for each component in order to receive credit for the course. In this example, the instructor-led class is required but the class evaluation is optional.	
13.	In some cases, you might need to complete the first component before you can start the second component. In this example, you would have to complete the class before you could complete the evaluation.	

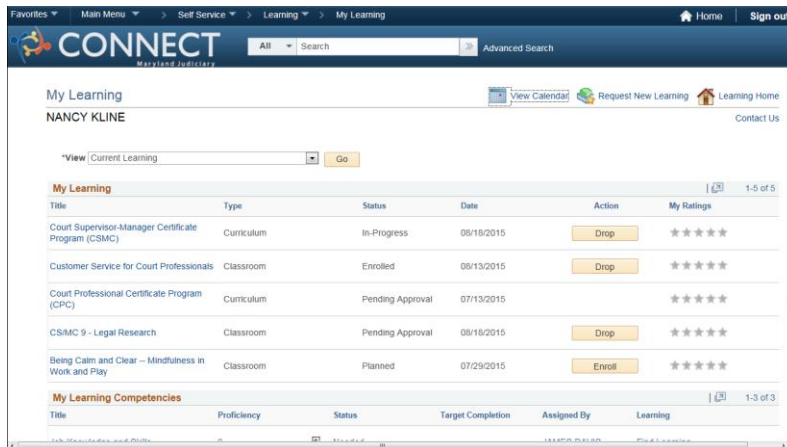
TRAINING GUIDE

CONNECT CLASSROOM TRAINING

Step	Action	Notes
14.	Click the Instructor-led Class link. 	
15.	You can view the completion details for each component that defines the course. Completion details for instructor led classes will be entered by the instructor or learning administrator based on your participation in the class.	
16.	Click the Return to Previous Page link. 	
17.	Click the Class Evaluation link. 	
18.	View the completion details for the class evaluation. Online components such as surveys and web-based courses will be updated automatically as you launch and complete the component.	
19.	Click the Return to Previous Page link. 	
20.	Click the Home link. 	
21.	Click the Sign out link. 	
22.	You have completed the topic "Understanding and Completing Course Learning Components". End of Procedure - Job Aid.	


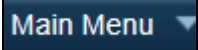
Dropping a Self-Enrolled Course from My Learning

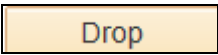
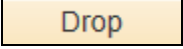
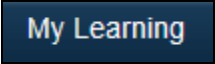

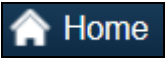

From the My Learning page in CONNECT, you can drop courses and programs that have been self-enrolled by you. You cannot drop courses or programs that have been assigned by your manager or a learning administrator.



Procedure - Job Aid

In this topic, you will drop a self-enrolled course.

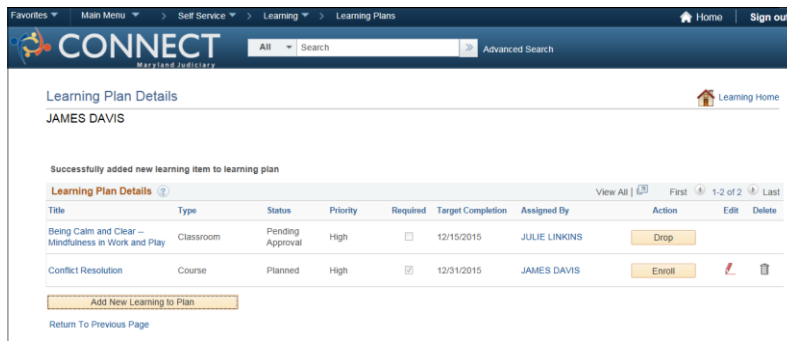
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " nancy.kline " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	
10.	Note: You can only drop a course or program that was self-enrolled by you. You cannot drop a course or program that was assigned by your manager or a learning administrator.	

Step	Action	Notes
11.	Click the Drop button for the course "Customer Service for Court Professionals". 	
12.	Click the Drop button to confirm the action. 	
13.	Notice the message indicating the drop was successful.	
14.	Click the My Learning link. 	
15.	By changing the current view, you can see all learning items that have been dropped.	
16.	Click the View drop-down list.	
17.	Click the All Dropped Learning list item.	
18.	Click the Go button. 	
19.	Notice the course that was just dropped (Customer Service for Court Professionals) is displayed with a status of "Dropped".	
20.	Click the Home link. 	
21.	Click the Sign out link. 	
22.	You have completed the topic "Dropping a Self-Enrolled Course from My Learning". End of Procedure - Job Aid.	

Adding a Course to Learning Plan

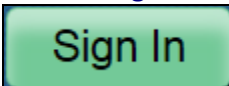
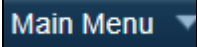

Learning plans are used to guide learners down a defined learning path. Learning plans can be created and updated by learners through self-service, by managers through manager self-service, and by learning administrators.

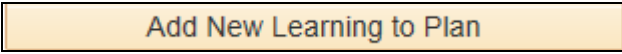

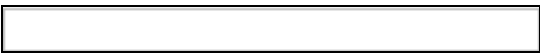
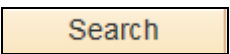
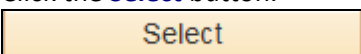
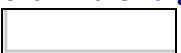

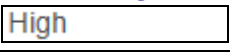



Learning plans can consist of items in the learning catalog such as courses, classes, and programs. When these items are added to the plan, you can specify a target completion date and priority for each item. You can also indicate whether the items are required or not.

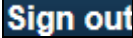


Procedure - Job Aid

In this topic, you will add a course to your learning plan.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the Learning Plans menu.	
10.	Every learner in CONNECT has a default learning plan titled My Learning Plan. You can use this learning plan or create a new one. For this example, you will add a course to the default learning plan.	
11.	Click the Details link. 	

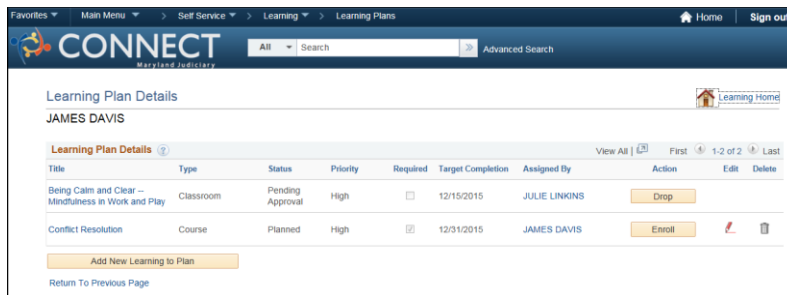
Step	Action	Notes
12.	Notice James Davis already has a course on his learning plan that was assigned by Julie Linkins. In this example, you will add a second course to the learning plan.	
13.	Click the Add New Learning to Plan button. 	
14.	Click the Advanced Search link. 	
15.	Click in the Title field. 	
16.	Enter " conflict " into the Title field.	
17.	Click the Search button. 	
18.	Click the Vertical scrollbar to move down the page.	
19.	Click the Select button. 	
20.	When self-assigning a course to your learning plan, you can enter the target completion date for the course, set the priority (high, medium, low), and indicate whether the course is required.	
21.	Click in the Target Completion field. 	
22.	Enter " 12/31/2015 " into the Target Completion field.	
23.	Click the Priority drop-down list. 	
24.	Click the High list item. 	
25.	Click the Required option. 	
26.	Click the Save button. 	
27.	Notice Conflict Resolution has been added to the learning plan.	
28.	Click the Home link. 	

Step	Action	Notes
29.	Click the Sign out link. 	
30.	You have completed the course "Adding a Course to Planned Learning". End of Procedure - Job Aid.	

Enrolling into a Course from Your Learning Plan

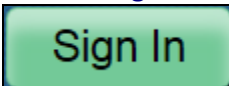

Learning plans are used to guide learners down a defined learning path. Learning plans can be created and updated by learners through self-service, by managers through manager self-service, and by learning administrators.

Once a course has been added to your learning plan, you can enroll into that course directly from the learning plan.



Procedure - Job Aid

In this topic, you will enroll into a Conflict Resolution course from your learning plan.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	

TRAINING GUIDE

CONNECT CLASSROOM TRAINING

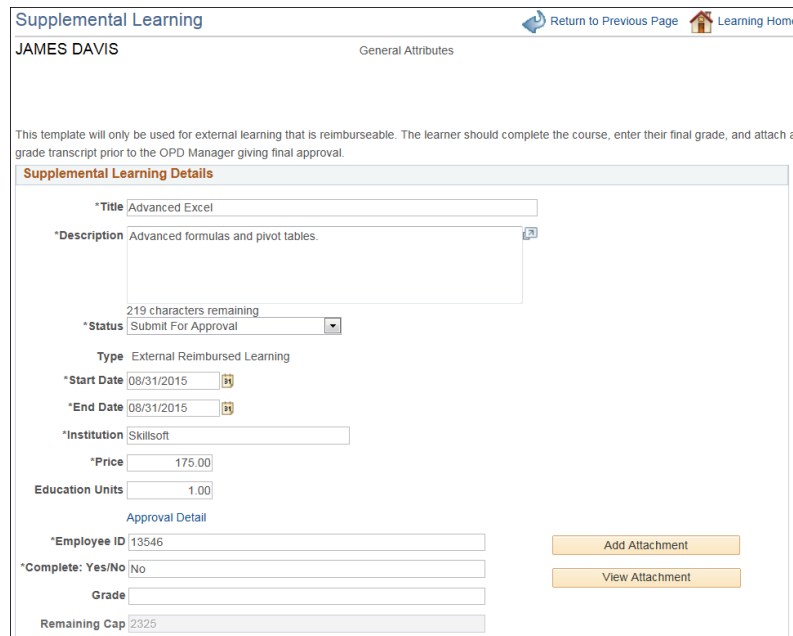


Step	Action	Notes
8.	Click the Learning menu.	
9.	Click the Learning Plans menu.	
10.	Click the Details link to view the items on your learning plan. 	
11.	Click the Enroll button for the Conflict Resolution course. 	
12.	Click the Enroll button. 	
13.	Click the Submit Enrollment button. 	
14.	Notice the message indicating the enrollment requires approval.	
15.	Click the Learning Home link. 	
16.	Click the My Learning link. 	
17.	Conflict Resolution is displayed on your "My Learning" page with a status of Pending Approval.	
18.	Click the Home link. 	
19.	Click the Sign out link. 	
20.	You have completed the topic "Enrolling into a Course from Your Learning Plan". End of Procedure - Job Aid.	

Submitting a Supplemental Learning Tuition Reimbursement Request


Supplemental learning consists of learning opportunities outside of the CONNECT catalog. This type of learning includes but is not limited to seminars, conferences, academic courses, etc. Employees can request reimbursement for supplemental learning up to a maximum of \$2500 per calendar year.

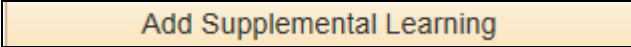
Each supplemental learning event will be entered into CONNECT along with the price and the system will calculate your total balance remaining throughout the year.


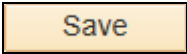
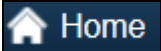



Procedure - Job Aid

In this topic, you will submit a tuition reimbursed supplemental learning request.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the Supplemental Learning menu.	
10.	Click the Type drop-down list. 	
11.	Click the External Reimbursed Learning list item. 	
12.	Click the Add Supplemental Learning button. 	
13.	Click in the Title field.	
14.	Enter " Advanced Excel " into the Title field.	
15.	Click in the Description field.	
16.	In this training example, the description (Advanced formulas and pivot tables.) was entered for you.	
17.	Click the Status drop-down list. 	
18.	Click the Submit For Approval list item. 	
19.	Click in the Start Date field. 	
20.	Press [Backspace] .	
21.	Enter " 08/31/15 " into the Start Date field.	
22.	Click in the End Date field. 	
23.	Press [Backspace] .	
24.	Enter " 08/31/15 " into the End Date field.	
25.	Click in the Institution field. 	
26.	Enter " Skillsoft " into the Institution field.	
27.	Click the Vertical scrollbar to move down the page.	

Step	Action	Notes
28.	<p>Note: Every employee is allotted \$2500 annually for tuition reimbursement.</p> <p>The Remaining Cap displays your total reimbursement balance remaining for the calendar year. The Remaining Cap balance will be updated each time you submit a supplemental learning request.</p>	
29.	<p>Click in the Price field.</p> 	
30.	<p>Enter the total cost of the course into the Price field.</p> <p>Enter "175" into the Price field.</p>	
31.	<p>Notice the Remaining Cap balance reflects a deduction of \$175. The total went from 2500 to 2325 once the price was entered.</p>	
32.	<p>Enter "1" into the Education Units field.</p>	
33.	<p>Enter "13546" into the Employee ID field.</p>	
34.	<p>Enter "No" into the Complete: Yes/No field.</p>	
35.	<p>Click the Save button.</p> 	
36.	<p>Notice the message indicating the supplemental learning, Advanced Excel, has a status of Pending Approval.</p> <p>All initial approval requests will be routed to your manager. Once approved by your manager, the request will then automatically be routed to the OPD Manager for final approval.</p> <p>As the requestor, you will be notified by email if your supplemental learning request was approved or denied. Receiving an "Approved" notification from the OPD Manager is your indication to complete the learning event.</p>	
37.	<p>Click the Home link.</p> 	
38.	<p>Click the Sign out link.</p> 	
39.	<p>You have completed the topic "Submitting a Supplemental Learning Tuition Reimbursement Request".</p> <p>End of Procedure - Job Aid.</p>	

Updating a Completed Supplemental Learning Reimbursement Request

Supplemental learning consists of learning opportunities outside of the CONNECT catalog. This type of learning includes but is not limited to seminars, conferences, academic courses, etc.

Once you have completed the supplemental learning, you can update your record in CONNECT to reflect the completion status, grade, and to upload a certificate of completion. Upon submitting the completed supplemental learning request, the OPD Manager will review the attachment and confirm the completion and grade for this request.

Supplemental Learning [Return to Previous Page](#) [Learning Home](#)

JAMES DAVIS General Attributes

This template will only be used for external learning that is reimbursable. The learner should complete the course, enter their final grade, and attach a grade transcript prior to the OPD Manager giving final approval.

Supplemental Learning Details

*Title Advanced Excel

*Description Advanced formulas and pivot tables.

219 characters remaining

*Status Submit For Approval

Type External Reimbursed Learning

*Start Date 08/31/2015

*End Date 08/31/2015

*Institution Skillssoft

*Price 175.00

Education Units 1.00

Approval Detail

*Employee ID 13546

*Complete: Yes/No Yes

Grade Complete


Remaining Cap 2325

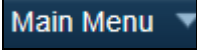
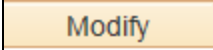

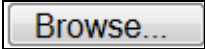
Add Attachment

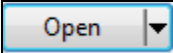
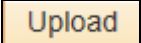


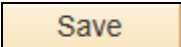
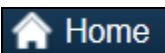

View Attachment

Procedure - Job Aid

In this topic, you will update a supplemental learning request with completion data after you attended the learning event.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " james.davis " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

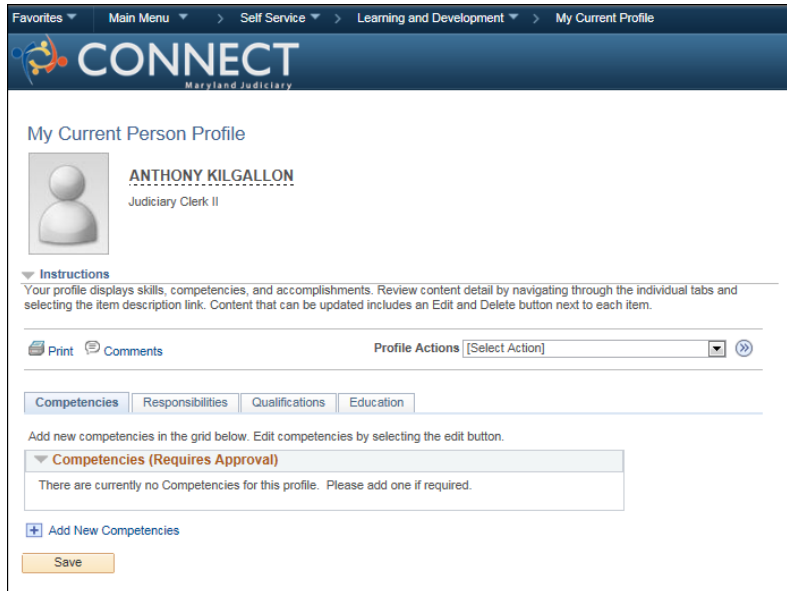
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu.	
8.	Click the Learning menu.	
9.	Click the My Learning menu.	
10.	Use the My Learning page to locate the supplemental learning record that will be updated.	
11.	Click the Modify button for the External Reimbursed Learning event "Advanced Excel". 	
12.	Click the Vertical scrollbar to move down the page.	
13.	Click in the Complete: Yes/No field.	
14.	Press [Backspace] .	
15.	Enter " Yes " into the Complete: Yes/No field.	
16.	Enter " Complete " into the Grade field.	
17.	Note: Depending on the type of external learning you completed, you might receive a letter grade (A, B, C) or simply a completion status. Enter the grade accordingly.	
18.	In order to be reimbursed, the OPD Manager must confirm that you completed the course and received a sufficient grade to meet organizational policy. You must attach a transcript from the issuing institution. Note: You will need an electronic copy of the transcript.	
19.	Click the Add Attachment button. 	
20.	Click the Browse button to locate the transcript on your computer. 	
21.	In this example, the electronic transcript was placed in a folder titled Learning Certificates. Click the Excel_Specialist object.	

Step	Action	Notes
22.	Click the Open button. 	
23.	Click the Upload button. 	
24.	Click the View Attachment button to confirm your transcript was uploaded successfully. 	
25.	Notice the attachment opened in a new tab at the top of the page. Quickly view the attachment to ensure it is the correct document for this learning record.	
26.	When you are finished, click the Close Tab (X) button to close the attachment. Be sure you are closing the correct tab for the attachment. 	
27.	Click the Save button. 	
28.	Notice the message indicating the status is Pending Approval. The OPD Manager will verify your course completion based on the attached documentation. Once approved by the OPD, you will receive a notification indicating the request was approved. At that point, you can submit an expense form to receive your reimbursement.	
29.	Click the Home link. 	
30.	Click the Sign out link. 	
31.	You have completed the topic "Updating a Completed Supplemental Learning Reimbursement Request". End of Procedure - Job Aid.	

Profile Management





Updating My Personal Profile











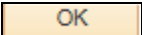
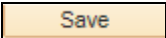
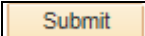
Updating my personal profile with competencies, qualifications, and education.



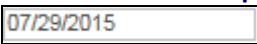


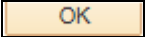

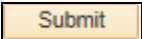
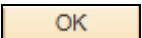

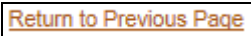


Procedure - Job Aid

In this topic, you will add competencies, qualifications, and education to your personal profile.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " anthony.kilgallon " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	

Step	Action	Notes
7.	Click the Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the My Current Profile menu. 	
10.	Building your profile in CONNECT enables you to identify all the jobs within the Judiciary that are related to your profile. You can add competencies, qualifications, and education to your personal profile.	
11.	Begin by adding a competency to your profile. Click the Add New Competencies link. 	
12.	Click the Look up Competency button. 	
13.	Click the Time Management link. 	
14.	Click the Evaluation Type drop-down list. 	
15.	Click the Supervisor/Manager list item. 	
16.	Click the Proficiency drop-down list. 	
17.	Click the Exceeds Standards list item. 	
18.	Click the Vertical Scrollbar to navigate down the page.	
19.	Click the OK button. 	
20.	Click the Save button. 	
21.	Click the Submit button. 	
22.	Notice the message indicating the competency has been submitted for approval.	




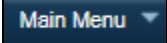



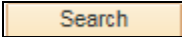

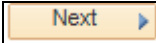
Step	Action	Notes
23.	Click the OK button. 	
24.	Click the 1 item(s) pending approval link. 	
25.	Notice the competency " Time Management " is pending manager approval.	
26.	Click the Return to Previous Page link. 	
27.	The Judiciary will not be using Responsibilities as part of your profile.	
28.	Click the Qualifications tab. 	
29.	Click the Vertical scrollbar to move down the page.	
30.	Click the Add New Licenses and Certifications link. 	
31.	Click in the License field. 	
32.	Enter " cla " into the License field.	
33.	Click in the Country field. 	
34.	Enter " usa " into the Country field.	
35.	Click in the State field. 	
36.	Enter " md " into the State field.	
37.	Click the License Verified checkbox. 	
38.	Click in the Expiration Date field. 	
39.	Enter " 12/31/2017 " into the Expiration Date field.	
40.	Click the OK button. 	
41.	Click the Education tab. 	
42.	Click the Add New Degrees link. 	

Step	Action	Notes
43.	Click in the Date Acquired field. 	
44.	Enter " 07/29/2014 " into the Date Acquired field.	
45.	Click the Look up Degree button. 	
46.	Click the Master of Business Admin link. 	
47.	Click the OK button. 	
48.	Click the Save button. 	
49.	Click the Submit button. 	
50.	Click the OK button. 	
51.	Click the 2 item(s) pending approval link. 	
52.	Notice the degree " MBA " has been added to the items pending manager approval.	
53.	Click the Return to Previous Page link. 	
54.	If desired, you can print or save a PDF copy of your profile by clicking the print link.	
55.	Click the Home link. 	
56.	Click the Sign out link. 	
57.	You have completed the topic "Updating My Personal Profile". End of Procedure - Job Aid.	

Recruitment: Applying for Jobs

Searching and Applying for a Job-Employee

Procedure - Job Aid



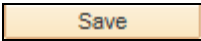
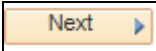




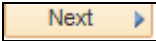

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " jeffery.qualey " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	
10.	Click in the Keywords field.	
11.	Enter " Clerk " into the Keywords field.	
12.	Click the Search button. 	
13.	Click the Vertical scroll bar to move down the page.	
14.	Click the Judiciary Clerk - 1010 link. 	
15.	Click the Apply button. 	
16.	Click the Checkbox indicating you have read and agreed to the above terms and agreements. 	
17.	Click the Next button. 	

TRAINING GUIDE

CONNECT CLASSROOM TRAINING



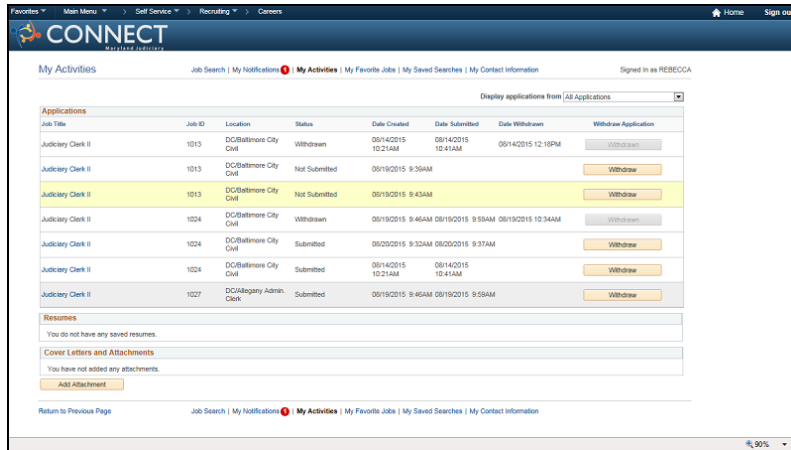
Step	Action	Notes
18.	When applying for a job, you can attach a resume, copy and paste your resume, or apply without a resume. Please note that if you attach or paste your existing resume, you will still be guided through each section of the application (education, work experience, etc.) to enter your details.	
19.	Click the Apply without a resume object. 	
20.	Click the Next button. 	
21.	Click the Add Degrees button. 	
22.	Click in the Date Acquired field. 	
23.	Press [Backspace] .	
24.	Enter " 05/31/2005 " into the Date Acquired field.	
25.	Click in the Degree field. 	
26.	Enter " bs " into the Degree field.	
27.	Click the BS object. 	
28.	Click the Save button. 	
29.	Click the Next button. 	
30.	Click the Add Work Experience button. 	
31.	Enter " 03/13/2006 " into the Start Date field.	
32.	Click in the Employer field. 	
33.	Enter " Admin Office of the Courts " into the Employer field.	
34.	Click in the Ending Job Title field. 	
35.	Enter " Employee Relations Clerk " into the Ending Job Title field.	
36.	Click in the Supervisor field. 	

Step	Action	Notes
37.	Enter " Davy Glenn " into the Supervisor field.	
38.	Click in the Supervisor Email field. 	
39.	Enter " davy.glenn@aoc.gov " into the Supervisor Email field.	
40.	Click in the Supervisor Phone field. 	
41.	Enter " 410-260-0000 " into the Supervisor Phone field.	
42.	The "OK to contact" checkbox will be auto selected.	
43.	Click in the Description field.	
44.	Enter " Employee Relations Clerk duties as assigned. " into the Description field.	
45.	Click the Save button. 	
46.	Click the Next button. 	
47.	Not all Job IDs will have the same questionnaire. Some may have only one question, some may have up to five questions. In this example, there is only one question.	
48.	Click the Yes option. 	
49.	Click the Next button. 	
50.	Click the button to the right of the How did you learn of the job? field. 	
51.	Click the Posting list item. 	
52.	Click the Next button. 	
53.	Click the Add Reference button. 	
54.	The "Add Reference" page will autopopulate the Reference Type to "Professional". Please make the correct selection for "Reference Type".	
55.	Enter " Joan Daewood " into the Reference Name field.	

Step	Action	Notes
56.	Click in the Title field. 	
57.	Enter " Manager " into the Title field.	
58.	Click in the Employer field. 	
59.	Enter " Acme Company " into the Employer field.	
60.	Click in the Phone field. 	
61.	Enter " 410-555-6632 " into the Phone field.	
62.	Click in the Email Address field. 	
63.	Enter " joan.daewood@123.com " into the Email Address field.	
64.	Click the Save button. 	
65.	Click the Next button. 	
66.	Click the Vertical scroll bar to move down the page and review application.	
67.	Click the Submit Application button. 	
68.	Once you have submitted your application, CONNECT will not allow you to edit it for that Job ID.	
69.	Click the Home link. 	
70.	Click the Sign out link. 	
71.	You have completed the topic "Applying for a Job-Employee". End of Procedure - Job Aid.	





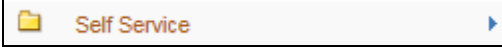

Withdrawing Your Job Application

If you no longer wish to be considered for a job, you can withdraw your application.



Procedure - Job Aid



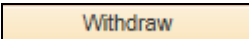
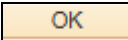


In this topic, you will withdraw an application that you previously created.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " rebecca.miller " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	

TRAINING GUIDE

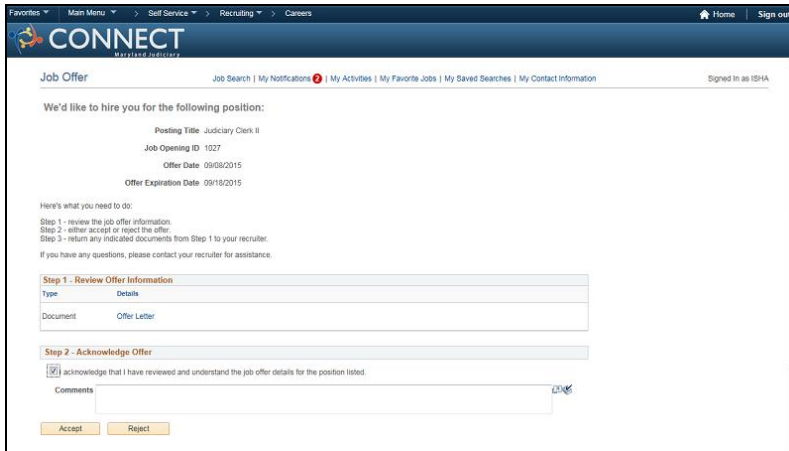
CONNECT CLASSROOM TRAINING



Step	Action	Notes
9.	Click the Careers menu. 	
10.	Click the My Activities link. 	
11.	The "My Activities" page displays your applications and their current statuses.	
12.	Click the Withdraw button for the specific job in which you want to withdraw. 	
13.	Click the OK button. 	
14.	Notice the status of the application is now withdrawn.	
15.	Click the Home link. 	
16.	Click the Sign out link. 	
17.	You have completed the topic "Withdrawing Your Job Application". End of Procedure - Job Aid.	






Accepting or Rejecting a Job Offer




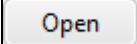



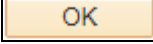
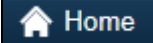

You will receive a notification if a job offer is extended by the AOC. From within CONNECT, you can view the offer letter, acknowledge that you have reviewed the offer, and accept or reject the offer.



Procedure - Job Aid

In this topic, you will accept a job offer.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " isha.beazer " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Careers menu. 	

Step	Action	Notes
10.	Click the My Notifications link. 	
11.	If you have received a job offer, you will see a job offer notification	
12.	Click the You have a job offer: Judiciary Clerk II (Job ID 1027) link. 	
13.	To view the details of the job offer, click the Offer Letter link. 	
14.	Click the Open button to open the offer letter attachment. 	
15.	In this example, the offer letter opened in Microsoft Word. You can save, print, or close the document as desired.	
16.	Click the Close (X) button to close the document when you are finished. 	
17.	Click the Acknowledgement checkbox. 	
18.	At this point, you can either Accept or Reject the job offer.	
19.	For this example, click the Accept button. 	
20.	Click the OK button. 	
21.	Notice the message indicating you have accepted the offer.	
22.	Click the Home link. 	
23.	Click the Sign out link. 	
24.	You have completed the topic "Accepting or Rejecting a Job Offer". End of Procedure - Job Aid.	

Day 2: CONNECT MANAGER SELF-SERVICE

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Day 2 Manager Self Service (MSS)

CONNECT Classroom Training - **Day 2 - Manager Self-Service**

Agenda

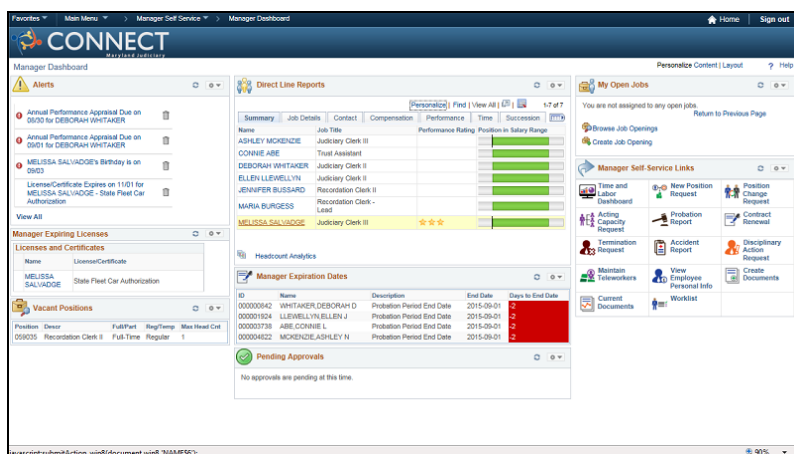
08:30 AM Overview
09:00 AM Manager Dashboard
09:30 AM Time Entry and Absence Request Management
10:15 AM Break
10:30 AM Practice Exercises
11:00 AM Human Resources Requests
12:00 PM Lunch
01:00 PM Employee Education and Learning Management
01:45 PM Recruitment
02:30 PM Break
02:45 PM Profile and Performance Management - Part 1
04:00 PM Wrap Up and Training Evaluations

Manager View Overview

Manager Dashboard


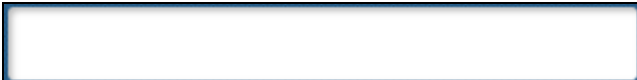
The Manager Dashboard provides supervisors a quick view of:




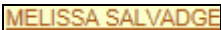
- Alerts
- Expiring Licenses
- Direct Line Reports (summary, job details, contact, compensation, etc.)
- Manager Self-Service Links
- Manager Expiration Dates
- Job Openings (created by the manager)
- Vacant Positions
- Pending Approvals



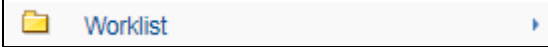


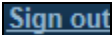


Procedure - Job Aid

This topic will describe the various pagelets available in the Manager Dashboard.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	

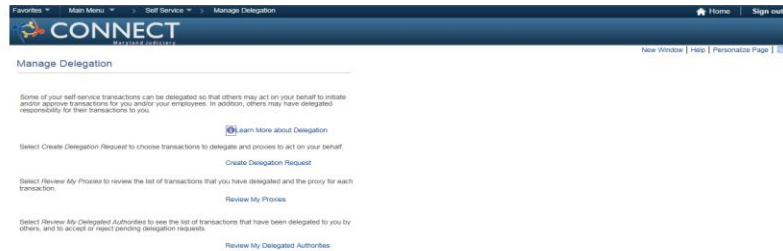
Step	Action	Notes
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Dashboard menu. 	
8.	The manager dashboard is the centralized page to facilitate manager's tasks.	
9.	Alerts display items that require actions based deadlines. It will also alert you on direct reports birthdays and anniversaries.	
10.	The Manager Expiring Licenses pagelet displays all of the direct report's licenses and certificates expiring within 60 days.	
11.	The Vacant Positions pagelet displays direct report current vacant positions.	
12.	The My Open Jobs pagelet displays all the job openings created by the manager.	
13.	The Manager Self-Service Links pagelet provides quick access to the various request forms.	
14.	The Pending Approvals pagelet displays a list of pending approvals required manager's attention.	
15.	The Manager Expiration Dates pagelet will display probationary period end dates, expiring contracts, and acting capacity end dates. The Days to End Date column color codes are: Yellow shows within 15 days of expiration. Red shows within 5 days of expiration.	
16.	The Direct Line Reports pagelet displays all employees summary information including Job Details, Contact, Compensation, and Performance.	
17.	Click the MELISSA SALVADGE link to access the Talent Summary page. 	
18.	The Talent Summary page provides the job information at the top. The bottom displays a set of pagelets with employee's details of qualification, compensation and performance.	
19.	Click the scrollbar to move down the page.	
20.	Click the scrollbar to move up the page.	

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " lee.robinson " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Worklist menu. 	
8.	Click the Worklist menu. 	
9.	Worklists are prioritized lists of the work items that a person (or group of people) has to do.	
10.	You can sort the worklist items by clicking on the headers of each column. For example: by clicking on the Date From , the items will sort by date.	
11.	When work is routed to a CONNECT user, it is put in the user's worklist. To work on an item, select it from the worklist and the appropriate page will open so you can begin work.	
12.	Click the Home link. 	
13.	Click the Sign out link. 	
14.	You have completed reviewing how to use the Worklist to view notification messages. End of Procedure - Job Aid.	

Delegation





Manage Delegation



Manage Delegation allows the user to view their delegation activity.



Procedure - Job Aid

This topic will describe how Manage Delegations.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " marti.robinson " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Manage Delegation menu. 	

Step	Action	Notes
9.	<p>Delegation is when a person authorizes another to serve as their representative for a particular transaction during a specific time frame.</p> <p>For example, a manager takes leave and wants to delegate their managerial transactions to another manager/employee while away from the office.</p>	
10.	Learn More about Delegation - Learn the definition of delegation, how to manage delegations and FAQs.	
11.	Create Delegation Request - Delegate one or more transactions to another person that may act on your behalf for initiations or approvals.	
12.	<p>Review My Proxies - Searching and updating the status of the delegation requests.</p> <p>For example, here is where a delegator can revoke a delegation requests.</p>	
13.	Review My Delegated Authorities - You can accept or reject the delegation requests.	
14.	<p>Click the Home link.</p> 	
15.	<p>Click the Sign out link.</p> 	
16.	<p>You have completed the Manage Delegation topic.</p> <p>End of Procedure - Job Aid.</p>	

Delegating Job Offer and Opening Approvals (Administrative Official)

Delegating Job Offer and Opening Approvals

This topic demonstrates the process for delegating transactions. Connect uses delegation to authorize one person to serve as another person's representative when performing specific job duties.

CONNECT
 Training Library

Home Sign out

New Window | Help | Personalize Page

Create Delegation Request

Select Transactions

AMY BOSLEY
 Administrative Clerk I

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

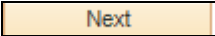
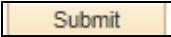
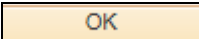
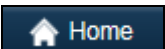

Transaction
<input type="checkbox"/> Approve Job Offer
<input type="checkbox"/> Approve Job Opening
<input type="checkbox"/> Approve Promotion
<input type="checkbox"/> Approve Reporting Change
<input type="checkbox"/> Compensation Approvals
<input type="checkbox"/> Confirm Compensation Proposals
<input type="checkbox"/> Employee Absence Balance
<input type="checkbox"/> Employee Absence History
<input type="checkbox"/> Employee Absence Request
<input type="checkbox"/> Employee Progression Chart
<input type="checkbox"/> Initiate Promotion
<input type="checkbox"/> Initiate Reporting Change
<input type="checkbox"/> Manage Approve Overtime
<input type="checkbox"/> Manage Approve Reported Time
<input type="checkbox"/> Manage Overtime Request

Procedure - Job Aid

In this topic, an Administrative Official delegates approval responsibilities for Job Offers and Job Openings to a Hiring Manager.

Step	Action	Notes
1.	Click in the User ID field. <input type="text"/>	
2.	Enter " amy.bosley " into the User ID field.	
3.	Click in the Password field. <input type="text"/>	
4.	Enter " welcome1 " into the Password field.	

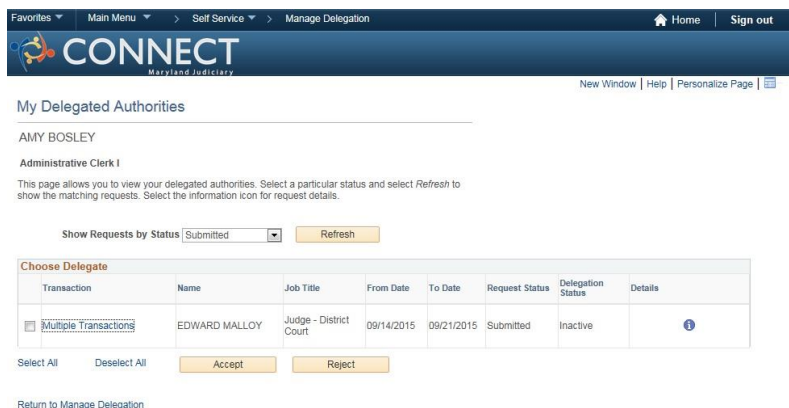
Step	Action	Notes
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Manage Delegation menu. 	
9.	Click the Create Delegation Request link. 	
10.	A date range must be entered in order to delegate responsibilities.	
11.	Click in the From Date field. 	
12.	Press [Backspace] .	
13.	Enter " 11/20/2015 " into the From Date field.	
14.	Click in the To Date field. 	
15.	Enter " 11/30/2015 " into the To Date field.	
16.	Click the Next button. 	
17.	Here, you are able to delegate multiple responsibilities. In this example, we will delegate the "Approve Job Offer" and "Approve Job Opening" responsibilities.	
18.	Click the Approve Job Offer option. 	
19.	Click the Approve Job Opening option. 	
20.	Click the Vertical Scroll bar to move down the page.	
21.	Click the Next button. 	
22.	Click the DAVID WARNICK option. 	
23.	Click the Vertical Scroll bar to move down the page.	

Step	Action	Notes
24.	Click the Next button. 	
25.	Before submitting, review the Delegation Detail page to confirm the information is correct.	
26.	Click the Submit button. 	
27.	Click the OK button. 	
28.	Click the Home link. 	
29.	Click the Sign out link. 	
30.	You have completed the topic "Delegating Job Offer and Opening Approvals". End of Procedure - Job Aid.	

Accepting or Rejecting Delegation Authorities (Administrative Official)

Accepting or Rejecting Delegation Authorities

This topic demonstrates the process of accepting or rejecting a delegation request. A delegation is the act of giving one's authority to another user.




My Delegated Authorities

AMY BOSLEY

Administrative Clerk I

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status: Submitted



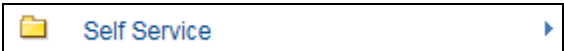
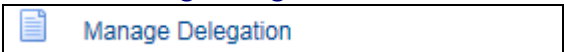


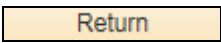


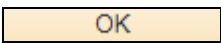

Choose Delegate							
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/> Multiple Transactions	EDWARD MALLOY	Judge - District Court	09/14/2015	09/21/2015	Submitted	Inactive	


Select All Deselect All

[Return to Manage Delegation](#)

Procedure - Job Aid

In this topic, an Administrative Official accepts the responsibility for Job Offers and Job Openings approvals.

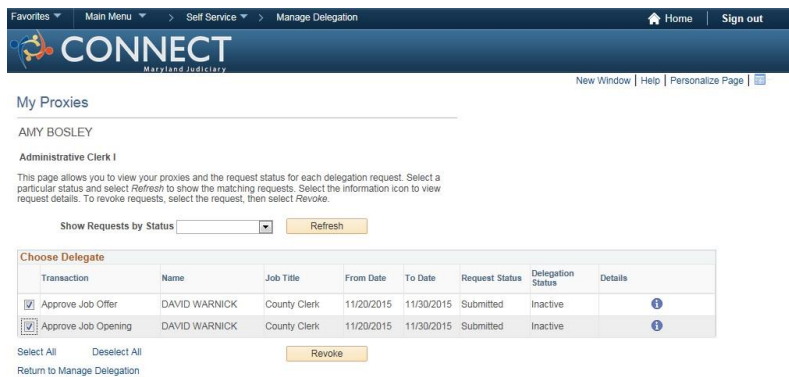
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " amy.bosley " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Manage Delegation menu. 	
9.	Click the Review My Delegated Authorities link. 	
10.	Click the Multiple Transactions link. 	
11.	The Multiple Transactions page will appear. Review to find out which transactions are being delegated and who is delegating them to you.	
12.	Click the Return button. 	
13.	Click the Multiple Transactions option. 	
14.	Here, you can either Accept or Reject the delegated authority. In this example we will Accept.	
15.	Click the Accept button. 	
16.	Click the OK button. 	
17.	Click the Home link. 	

Step	Action	Notes
18.	Click the Sign out link. 	
19.	You have completed the topic "Accepting or Rejecting Delegation Authorities". End of Procedure - Job Aid.	

Revoking Delegation Proxies (Administrative Official)

Revoking Delegation Proxies

This topic will demonstrate the process for a delegator withdrawing delegated authority. When a person is granted authority to act on behalf of another user, that person is deemed a proxy.





My Proxies

AMY BOSLEY
Administrative Clerk I

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select Refresh to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select Revoke.

Show Requests by Status: Refresh


Choose Delegate	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/>	Approve Job Offer	DAVID WARNICK	County Clerk	11/20/2015	11/30/2015	Submitted	Inactive	
<input checked="" type="checkbox"/>	Approve Job Opening	DAVID WARNICK	County Clerk	11/20/2015	11/30/2015	Submitted	Inactive	

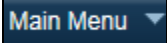

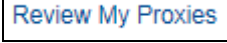
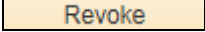
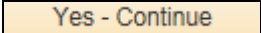
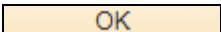


Select All Deselect All Revoke

Return to Manage Delegation

Procedure - Job Aid

In this topic, an Administrative Official revokes the responsibility for Job Offers and Job Openings Approvals.

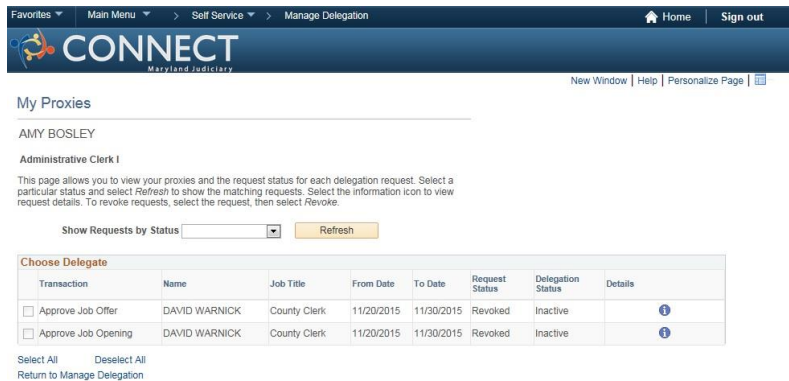
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " amy.bosley " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Manage Delegation menu. 	
9.	Click the Review My Proxies link. 	
10.	All proxies are listed in the "My Proxies" page. You now have the opportunity to select the delegation requests that you wish to revoke.	
11.	Click the Approve Job Offer option. 	
12.	Click the Approve Job Opening option. 	
13.	Click the Revoke button. 	
14.	Click the Yes - Continue button. 	
15.	Click the OK button. 	
16.	Click the Home link. 	
17.	Click the Sign out link. 	
18.	You have completed the topic "Revoking Delegation Proxies". End of Procedure - Job Aid.	

Reviewing Delegation Proxies (Administrative Official)


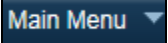

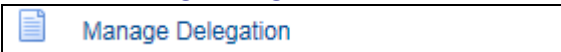
Reviewing Delegation Proxies

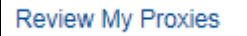
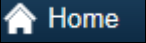
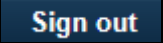
This topic demonstrates the process for reviewing your proxies. In Connect, you are able to view their name, job title, delegation period, and delegation authority.



Procedure - Job Aid

In this topic, an Administrative Official reviews the delegated responsibility for Job Offers and Job Openings Approvals.








Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " amy.bosley " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Manage Delegation menu. 	

Step	Action	Notes
9.	Click the Review My Proxies link. 	
10.	The "My Proxies" page allows the user to review their proxies.	
11.	Click the Home link. 	
12.	Click the Sign out link. 	
13.	You have completed the topic "Reviewing Delegation Proxies". End of Procedure - Job Aid.	

Absence Management and Time Entry Updates and Approvals

Assign Work Schedule

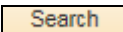

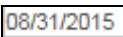

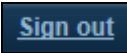
Procedure - Job Aid

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " carol.llewellyn-jones " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Time Management menu. 	
9.	Click the Manage Schedules menu. 	

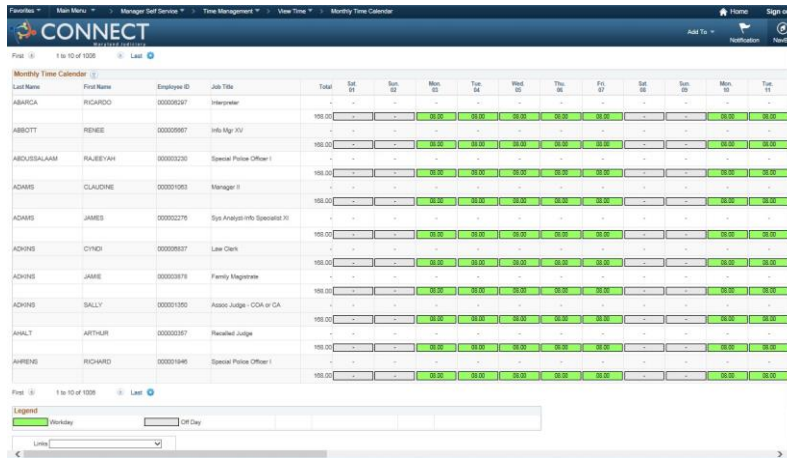
TRAINING GUIDE

CONNECT CLASSROOM TRAINING








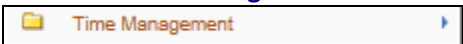
Step	Action	Notes
10.	Click the Assign Work Schedule menu. 	
11.	Enter "000001084" into the Empl ID field.	
12.	Click the Search button. 	
13.	Click the Add a new row at row 2 (Alt+7) link. 	
14.	Click in the Effective Date field. 	
15.	Press the [Shift] key and click in the Effective Date field. 	
16.	Press [Delete] .	
17.	Enter "09/01/2015" into the Effective Date field.	
18.	Click the Look up Schedule ID (Alt+5) button. 	
19.	Click the Close button. 	
20.	Click in the Schedule ID field. 	
21.	Enter "AR_P_090060SSA" into the Schedule ID field.	
22.	Click the Save button. 	
23.	Click the Home link. 	
24.	Click the Sign out link. 	
25.	End of Procedure - Job Aid.	

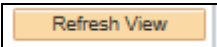
Review Time Management Calendars

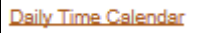



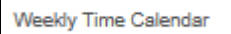


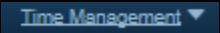




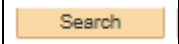
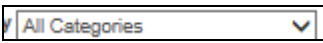


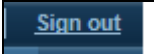
Procedure - Job Aid

This topic is for a Manager to view time reported by direct reports on a daily/weekly/monthly calendar and view time summaries through the Manager dashboard.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " gary.leasure " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Time Management menu. 	

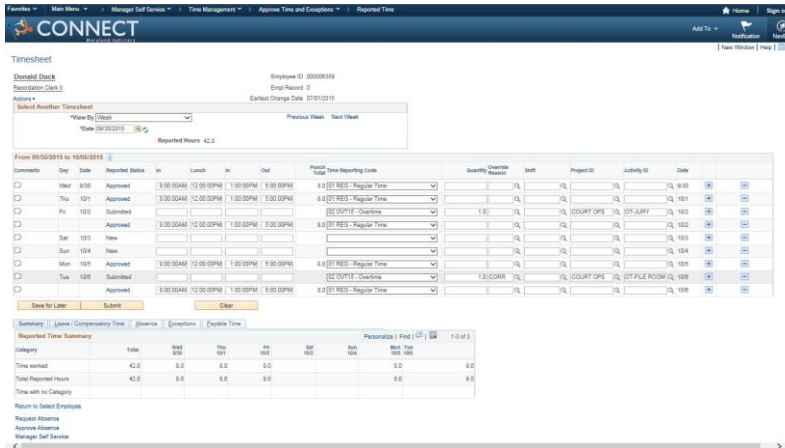
Step	Action	Notes
9.	Click the View Time menu. 	
10.	Click the Monthly Time Calendar menu. 	
11.	Click the Get Employees button. 	
12.	Click the Collapse section Employee Selection link to close this section. 	
13.	After clicking the Get Employees button, you will be able to view all of your employees in the results grid.	
14.	Using the Display Options section, you can pull in additional information such as Holidays, Planned Overtime, Absences, and Exceptions. Click the Show Absences, Show Holidays, Show Planned Overtime, and Show Exceptions options.	
15.	Click the Refresh View button. 	
16.	Click the Vertical Scrollbar to scroll down the page.	
17.	The Legend section indicates the colors represented for each type of time. Press [Enter] to continue.	
18.	Click the Vertical Scrollbar to scroll back up the page.	
19.	Notice the current view is for the month of August. You can change the view to weekly or daily. Click the Weekly Time Calendar link. 	
20.	Click the Get Employees button. 	
21.	Click the Collapse section Employee Selection link to close this section. 	
22.	Notice the current view is for the week beginning Monday 7/27/2015 through Saturday 8/1/2015. You can change the week by clicking on the calendar button.	

Step	Action	Notes
23.	Click the Daily Time Calendar link. 	
24.	Click the Get Employees button. 	
25.	Click the Collapse section Employee Selection link to close this section. 	
26.	Notice the Elapsed column reflects the total number of hours worked for a day.	
27.	The daily schedules reflected below reflect Punch time employees.	
28.	Click the Expand section Employee Selection link to open this section. 	
29.	Managers can also view a single employee's daily/weekly/monthly schedule. Click the Weekly Time Calendar link. 	
30.	Click in the Selection Criterion Value field. 	
31.	Enter "00002276" into the Selection Criterion Value field.	
32.	Click the Get Employees button. 	
33.	Click the Vertical Scrollbar to scroll down the page.	
34.	The weekly schedule for James Adams is visible. Press [Enter] to continue.	
35.	Managers can also view Time and Labor activities through the Time and Labor Dashboard. Click the Time Management button. 	
36.	Click the Time and Labor Dashboard menu. 	

Step	Action	Notes
37.	The Time and Labor Dashboard presents a snapshot of Manager activities related to Time and Labor including pending Overtime Requests, approvals for Time Worked, and a time summary comparison bar chart titled Schedule Deviation.	
38.	<p>Managers can also view a single employee's Time and Labor activity.</p> <p>For this example, we will search for employee Matthew Lamp.</p> <p>Click in the Last Name field.</p> 	
39.	Enter " Lamp " into the Last Name field.	
40.	<p>Click the Search button.</p> <p>The Time and Labor Dashboard will only display Time and Labor information for Matthew Lamp.</p> 	
41.	<p>Click the TRC Category drop-down list.</p> 	
42.	<p>The TRC Category can be changed to any of the options shown below.</p> <p>Click the All Categories list item.</p> 	
43.	Managers have the ability to Approve, Deny, or Push Back an employee's time approval from the Time and Labor Dashboard.	
44.	Click the Vertical Scrollbar to scroll down the page.	
45.	<p>The bar chart in the Schedule Deviation section is a visual display of the Summary section.</p> <p>Click Enter to continue.</p>	
46.	<p>Click the Home link.</p> 	
47.	<p>Click the Sign out link.</p> 	
48.	<p>You have completed a Manager's view of time reported by direct reports on a daily/weekly/monthly calendar and viewed time summaries through the Manager dashboard.</p> <p>End of Procedure - Job Aid.</p>	

Review, Correct, Approve a Punch Timesheet






A Manager has the ability to review, correct, and approve an employee's submitted punch timesheet.




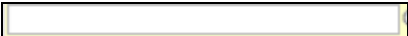












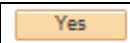
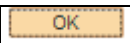
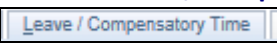
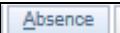
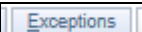


The screenshot shows the 'CONNECTed' system interface for reviewing a timesheet. At the top, there are navigation tabs: 'Main Menu', 'Manager Self Service', 'Time Management', 'Approve Time and Complete', and 'Reported Time'. The 'Reported Time' tab is active. Below the navigation bar, the 'Timesheet' section displays the employee's ID (000000336) and the employee's name (Donald Duck). The 'Reported Time' section shows a table with columns for Date, Reported Status, In, Lunch, Out, and Reported Hours. The table lists several dates from 10/10/2015 to 10/16/2015, with 'Approved' status for most days. The 'Reported Hours' column shows 42.0 for the week. Below the table, there is a 'Summary' section with a table showing 'Total' and 'Time worked' for the week, both at 42.0. At the bottom, there are buttons for 'Sign In', 'Main Menu', and 'Manager Self Service'.

Procedure - Job Aid

In this topic, you will review a direct report's punch timesheet, make a correction, and approve the time submitted.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " andrew.furletti " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	

Step	Action	Notes
8.	Click the Time Management menu. 	
9.	Click the Approve Time and Exceptions menu. 	
10.	Click the Reported Time menu. 	
11.	Click in the Selection Criterion Value field. 	
12.	Enter " Duck " into the Selection Criterion Value field.	
13.	Click the Get Employees button. 	
14.	Click the Duck link. 	
15.	<p>Prior to approving time, a Manager should review the employee's timesheet to verify its accuracy. Best practice is to request the employee correct the time, however if the Manager must correct the time, they will need to use an override reason code to document the reason for the change.</p> <p>The Comments bubble in Timesheet can be used for additional information as well.</p>	
16.	<p>If the overtime is related to a project, the Manager would select a Project and Activity ID.</p> <p>Click the Look up Activity ID button. </p>	
17.	Click the OT-FILE ROOM link. 	
18.	Click the Look up Override Reason button. 	
19.	<p>Use the Override Reason code to document the reason why the Manager is editing the employee's time.</p> <p>Click the CORR link. </p>	
20.	Click the Submit button. 	

Step	Action	Notes
21.	Click the OK button. 	
22.	Click the Select All button. 	
23.	Click the Approve button. 	
24.	Click the Yes button. 	
25.	Click the OK button. 	
26.	The Summary tab summarizes worked overtime and comp time hours by day.	
27.	Click the Leave / Compensatory Time tab. 	
28.	Leave and Comp Time balances can be viewed on the Leave/Compensatory Time tab.	
29.	Click the Absence tab. 	
30.	Click the Vertical scrollbar to move down the page.	
31.	The Absence tab can be used to launch an absence request. This topic will be explored in more detail in the Absence Management UPKs. All accrued absence balances can be viewed at the bottom of the timesheet page.	
32.	Click the Exceptions tab. 	
33.	If an employee has an Exception on their time, it will be shown in the Exceptions tab. For example, an employee that worked more than their normal schedule would have an exception. This is merely a heads up to the Manager	
34.	Click the Home link. 	
35.	Click the Sign out link. 	




Step	Action	Notes
36.	You have completed a review of a direct report's punch timesheet, made a correction, and approved the time submitted. End of Procedure - Job Aid.	

Review, Correct, Approve an Elapsed Timesheet


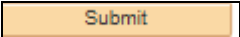
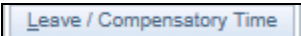
A Manager has the ability to review, correct, and approve an employee's submitted elapsed timesheet.

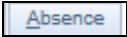


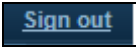
Procedure - Job Aid

In this topic, you will review a direct report's elapsed timesheet, make a correction, and approve the time submitted.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " claire.smeerman " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	


Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Time Management menu. 	
9.	Click the Approve Time and Exceptions menu. 	
10.	Click the Reported Time menu. 	
11.	Click in the Selection Criterion Value field. 	
12.	Enter " Mouse " into the Selection Criterion Value field.	
13.	Click the Get Employees button. 	
14.	Click the Mouse link. 	
15.	Prior to approving time, a Manager should review the employee's timesheet to verify its accuracy. Best practice is to request the employee correct the time, however if the Manager must correct the time, they will need to use an override reason code to document the reason for the change. The Comments bubble in the Reported Time Status section can be used for additional information as well.	
16.	Click the Add a new row at row 4 button. 	
17.	Click in the Wed field. 	
18.	Enter " 1 " into the Wed field.	
19.	Click the Time Reporting Code drop-down list. 	
20.	Click the 04 CMPTE - Comp Time Earned list item. 	
21.	Click the Look up Override Reason button. 	







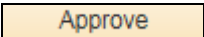
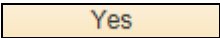
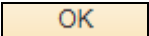
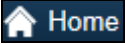
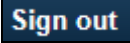
Step	Action	Notes
22.	Use the Override Reason code to document the reason why the Manager is editing the employee's time. Click the CORR link. 	
23.	If the overtime is related to a project, the Manager would select a Project and Activity ID. Click the Look up Project ID button. 	
24.	Click the COURT OPS link. 	
25.	Click the Look up Activity ID button. 	
26.	Click the OT-LAND RCDS link. 	
27.	Click the Submit button. 	
28.	Click the Vertical scrollbar to move down the page.	
29.	Click the Select All button. 	
30.	Click the Approve button. 	
31.	Click the Yes button. 	
32.	Click the OK button. 	
33.	After time has been submitted, you can review the status on the Reported Time Status tab.	
34.	Click the Summary tab. 	
35.	The Summary tab summarizes worked overtime and comp time hours by day.	
36.	Click the Leave / Compensatory Time tab. 	
37.	Leave and Comp Time balances can be viewed on the Leave/Compensatory Time tab.	

Step	Action	Notes
38.	Click the Absence tab. 	
39.	Click the Vertical scrollbar to move down the page.	
40.	The Absence tab can be used to launch an absence request. This topic will be explored in more detail in the Absence Management UPKs. All accrued absence balances can be viewed at the bottom of the timesheet page.	
41.	Click the Exceptions tab. 	
42.	If an employee has an Exception on their time, it will be shown in the Exceptions tab. For example, an employee that worked more than their normal schedule would have an exception. This is merely a heads up to the Manager and does not affect the time.	
43.	Click the Home link. 	
44.	Click the Sign out link. 	
45.	You have completed a review of a direct report's elapsed timesheet, made a correction, and approved the time submitted. End of Procedure - Job Aid.	

Approve Direct Report Extended Absence Request - FMLA Take









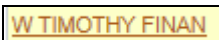
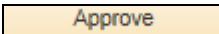
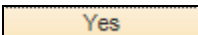
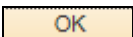
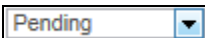
Procedure - Job Aid


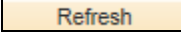


Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " alexandra.williams " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Worklist menu. 	
8.	Click the Worklist menu. 	
9.	Click the Date From column header. 	
10.	Click the Date From column header. 	
11.	Click the AM_Extended_Abs link.	
12.	Click the Vertical scrollbar to move down the page.	
13.	Click the Select checkbox for FMLA Take. 	
14.	Click the Approve button. 	
15.	Click the Yes button. 	
16.	Click the OK button. 	
17.	Click the Home link. 	
18.	Click the Sign out link. 	
19.	End of Procedure - Job Aid.	

Approve Direct Report Absence Request








Procedure - Job Aid



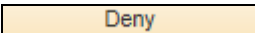
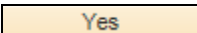



Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " gary.leasure " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Time Management menu. 	
9.	Click the Approve Time and Exceptions menu. 	
10.	Click the Absence Requests menu. 	
11.	Click the W TIMOTHY FINAN link. 	
12.	Click the Vertical scrollbar.	
13.	Click the Approve button. 	
14.	Click the Yes button. 	
15.	Click the OK button. 	
16.	Click the Show Requests by Status drop-down list. 	

Step	Action	Notes
17.	Click the Approved list item. 	
18.	Click the Refresh button. 	
19.	Review the approved absence.	
20.	Click the Home link. 	
21.	Click the Sign out link. 	
22.	End of Procedure - Job Aid.	

Deny Direct Report Absence Request




Procedure - Job Aid

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " alisha.manning " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Time Management menu. 	
9.	Click the Approve Time and Exceptions menu. 	

Step	Action	Notes
10.	Click the Absence Requests menu. 	
11.	Click the ALTON HUBBARD link. 	
12.	Click the scrollbar.	
13.	Click in the Approver Comments field.	
14.	Enter " conflict in schedule with other employee " into the Approver Comments field.	
15.	Click the Deny button. 	
16.	Click the Yes button. 	
17.	Click the OK button. 	
18.	Click the Home link. 	
19.	Click the Sign out link. 	
20.	End of Procedure - Job Aid.	


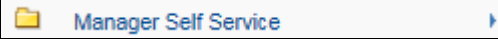




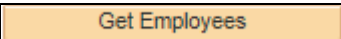
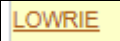

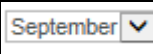
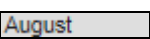


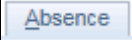
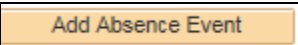

Manager Requests Absence via Employee's Timesheet


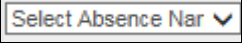
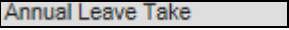
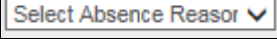
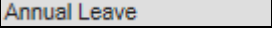

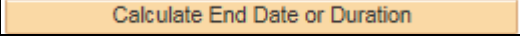
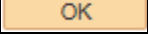
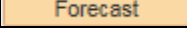
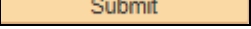
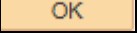

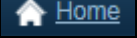

Procedure - Job Aid

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " gerald.purnell " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

TRAINING GUIDE **CONNECT CLASSROOM TRAINING**







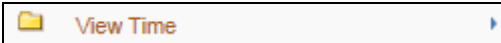

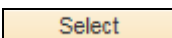
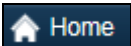



Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Time Management menu. 	
9.	Click the Report Time menu. 	
10.	Click the Timesheet menu. 	
11.	Click in the Last Name field. 	
12.	Enter " Lowrie " into the Last Name field.	
13.	Click the Get Employees button. 	
14.	Click the LOWRIE link. 	
15.	Click the Choose a date button. 	
16.	Click the Calendar Month drop-down list. 	
17.	Click the August list item. 	
18.	Click the 19 object. 	
19.	Click the Refresh Timesheet button. 	
20.	Click the Absence tab. 	
21.	Click the Add Absence Event button. 	
22.	Click the Choose a date button. 	

Step	Action	Notes
23.	Click the 21 object. 	
24.	Click the Absence Name drop-down list. 	
25.	Click the Annual Leave Take list item. 	
26.	Click the Reason drop-down list. 	
27.	Click the Annual Leave list item. 	
28.	Click the Details link. 	
29.	Click the Calculate End Date or Duration button. 	
30.	Click the OK button. 	
31.	Click the Forecast button. 	
32.	Click the Submit button. 	
33.	Click the OK button. 	
34.	Click the OK button. 	
35.	Click the Home link. 	
36.	Click the Sign out link. 	
37.	End of Procedure - Job Aid.	






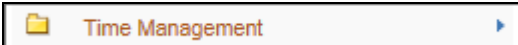
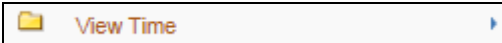

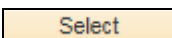


Review Direct Report Absence Balances

Procedure - Job Aid

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " gary.leasure " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Time Management menu. 	
9.	Click the View Time menu. 	
10.	Click the Absence Balances menu. 	
11.	Click the Select button Timothy Finan. 	
12.	Click the Home link. 	
13.	Click the Sign out link. 	
14.	End of Procedure - Job Aid.	

Review Direct Report Absence History

Procedure - Job Aid



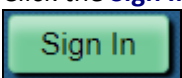


Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " gary.leasure " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Time Management menu. 	
9.	Click the View Time menu. 	
10.	Click the Absence Request History menu. 	
11.	Click the Select button for Timothy Finan. 	
12.	Notice the From and Through date fields. You can specify any date range you desire or leave the fields blank to display a complete history. If you change the dates, click the Refresh button to update the display.	
13.	Click the Home link. 	
14.	Click the Sign out link. 	





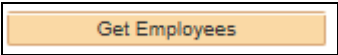

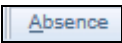




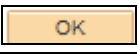

Step	Action	Notes
15.	End of Procedure - Job Aid.	




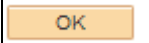
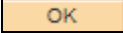


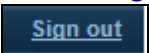
Canceling Absence Request from Employee's Timesheet

Procedure - Job Aid

In this topic, you will cancel absence requests posted on a direct report's timesheet. One absence has already been approved, another absence will be pending approval.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " liam.nielson " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	

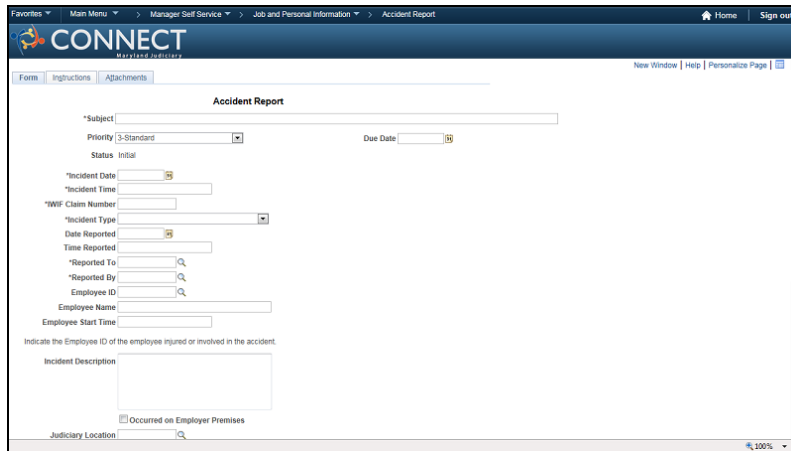
Step	Action	Notes
8.	Click the Time Management menu. 	
9.	Click the Report Time menu. 	
10.	Click the Timesheet menu. 	
11.	Click in the Selection Criterion Value field for Last Name. 	
12.	Enter " Duck " into the Selection Criterion Value field.	
13.	Click the Get Employees button. 	
14.	Click the Duck link. 	
15.	Your direct report Donald Duck is using a punch timesheet.	
16.	Click the Absence tab. 	
17.	Click the Vertical scrollbar to move down the page.	
18.	Click the Edit button for the Approved absence. 	
19.	Click the Cancel option. 	
20.	Click the Submit button to make the change to the absence request. 	
21.	To acknowledge documentation may be required, Click the OK button. 	
22.	This message is alerting you to certify the reported time is accurate. Click the OK button. 	
23.	Click the OK button. 	
24.	Click the Vertical scrollbar to move down the page.	

Step	Action	Notes
25.	<p>Notice the Approved absence has been removed from the Absence Events section.</p> <p>Click the Edit button for the pending absence.</p> 	
26.	<p>Click the Cancel option.</p> 	
27.	<p>Click the Submit button to make the change to the absence request.</p> 	
28.	<p>To acknowledge documentation may be required, Click the OK button.</p> 	
29.	<p>This message is alerting you to certify the reported time is accurate.</p> <p>Click the OK button.</p> 	
30.	<p>Click the OK button.</p> 	
31.	<p>Both absences have been removed from the employee's Absence Events section.</p>	
32.	<p>Click the Home link.</p> 	
33.	<p>Click the Sign out link.</p> 	
34.	<p>You have cancelled an approved absence request and a pending absence request from a direct report's timesheet.</p> <p>End of Procedure - Job Aid.</p>	

Human Resources




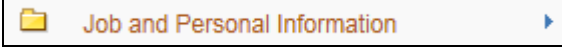
Accident Report

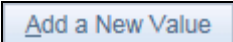
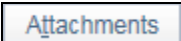
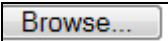
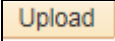

The accident report process includes the manager's report of accidents, illness, incidents, injuries, safety violations, and unsafe practices.












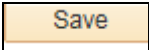
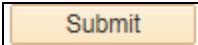

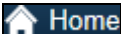

Procedure - Job Aid

In this topic you will go through the steps for submitting an accident report.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Job and Personal Information menu. 	

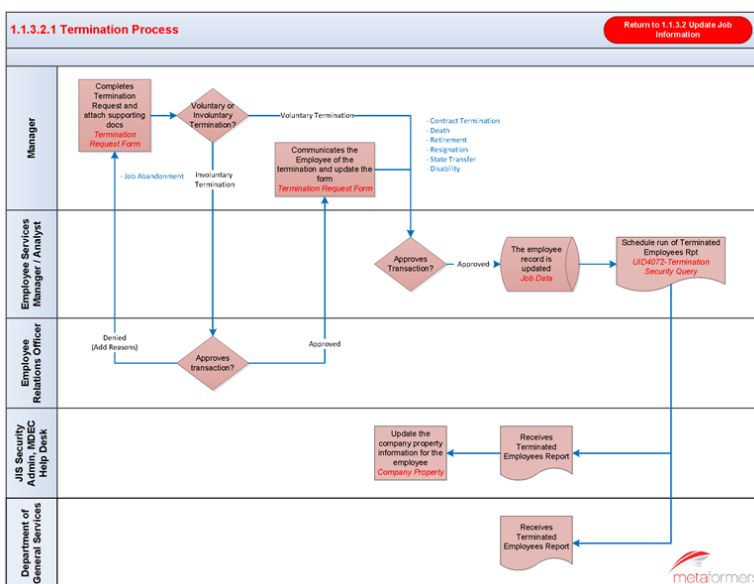
Step	Action	Notes
9.	Click the Accident Report menu. 	
10.	Click the "Search" button to view previously submitted requests. To submit a new request select the "Add a New Value" tab.	
11.	Click the Add a New Value tab. 	
12.	Click the Attachments tab. 	
13.	Documents are available to download by clicking the Open link.	
14.	Attach the completed IWIF documentation. Click the Attach button. 	
15.	To attach a file select the document from your computer to upload click on the browse button and the click on upload. 	
16.	Click the Upload button. 	
17.	Click the Form tab. 	
18.	Click in the Incident Date field. 	
19.	Enter "06/04/2015" into the Incident Date field.	
20.	Click in the Incident Time field. 	
21.	Enter "3:30PM" into the Incident Time field.	
22.	Use the IWIF Claim Number provided by IWIF. Click in the IWIF Claim Number field. 	
23.	Enter "2345678" into the IWIF Claim Number field.	
24.	Click the Incident Type drop-down list. 	

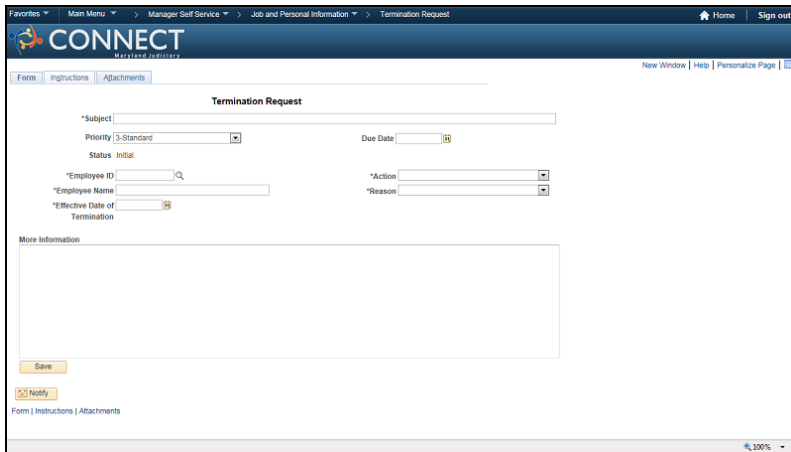
Step	Action	Notes
25.	Click the Injury list item. 	
26.	Click in the Date Reported field. 	
27.	Enter " 06/05/2015 " into the Date Reported field.	
28.	Click in the Time Reported field. 	
29.	Enter " 4:00pm " into the Time Reported field.	
30.	Click in the Reported To field. 	
31.	Enter " 00000828 " into the Reported To field or use the look up to search by name.	
32.	Click in the Reported By field. 	
33.	Enter " 00001914 " into the Reported By field or use the look up to search by name.	
34.	Click in the Employee ID field. 	
35.	Enter " 00000842 " into the Employee ID field or use the look up to search by name.	
36.	The Employee ID will auto populate the Subject and Employee Name.	
37.	Click in the Employee Start Time field. 	
38.	Enter " 8:00am " into the Employee Start Time field.	
39.	Click in the Incident Description field.	
40.	Enter " Deborah slipped in a puddle in the hallway and sprained her ankle " into the Incident Description field.	
41.	Click the scrollbar.	
42.	Click the Occurred on Employer Premises option. 	
43.	Click in the Judiciary Location field. 	
44.	Enter " C01-CTHSE " into the Judiciary Location field.	
45.	Click in the Exact Location field.	

Step	Action	Notes
46.	Enter " Hallway " into the Exact Location field.	
47.	Click the Save button. 	
48.	Click the scrollbar.	
49.	Click the Submit button. 	
50.	The approver will have a status of "Pending" when the form is submitted. If the form is saved and not submitted the status will show as "Not Routed".	
51.	Click the OK button. 	
52.	Click the Home link. 	
53.	Click the Sign out link. 	
54.	You have completed the steps for submitting an accident report. End of Procedure - Job Aid.	

Termination Request






Termination Request form is an electronic request to terminate an employee because of retirement, contract termination, death, disability, job abandonment, resignation, and transfer to state agency.





Procedure - Job Aid




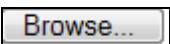





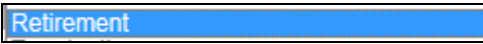



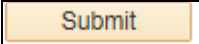
In this topic you will go through the steps for submitting a termination request.



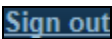
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " timothy.haven " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Job and Personal Information menu. 	
9.	Click the Termination Request menu. 	
10.	Click the " Search " button to view previously submitted requests. To submit a new request select the " Add a New Value " tab.	

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CONNECT CLASSROOM TRAINING

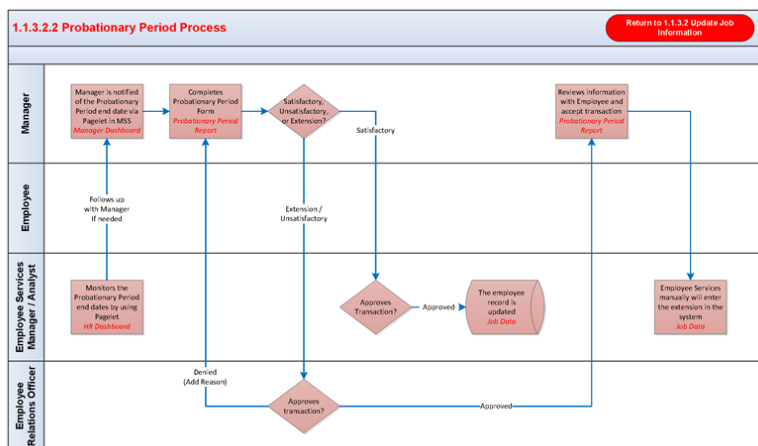


Step	Action	Notes
11.	Click the Add a New Value tab. 	
12.	Click the Attachments tab. 	
13.	Click the Attach button. 	
14.	To attach a file select the document from your computer to upload click on the browse button and the click on upload. For example, a resignation letter. 	
15.	Click the Upload button. 	
16.	Click the Form tab. 	
17.	Click in the Employee ID field. 	
18.	Enter "000005168" into the Employee ID field.	
19.	The Employee ID will auto populate the Subject and Employee Name.	
20.	Click in the Effective Date of Termination field. 	
21.	Enter "09/02/2015" into the Effective Date of Termination field.	
22.	Click the Action drop-down list. 	
23.	Click the Retirement list item. 	
24.	Click the Reason drop-down list. 	
25.	Click the Retirement list item. 	
26.	Click the Save button. 	
27.	Click the Submit button. 	

Step	Action	Notes
28.	The approver will have a status of "Pending" when the form is submitted. If the form is saved and not submitted the status will show as "Not Routed".	
29.	Click the OK button. 	
30.	Click the Home link. 	
31.	Click the Sign out link. 	
32.	You have completed the steps for submitting a termination request. End of Procedure - Job Aid.	

Probation Period Recommendation

The Probation Period Report form



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CONNECT CLASSROOM TRAINING



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Form | Instructions | Attachments

Probation Report

*Subject Completion of Probation Period - Deborah

Priority: 3-Standard Due Date: [Date]

Status: Initial

*Employee ID: [Field]

*Employee Name: [Field]

*Expiration Date: [Date]

The above named employee is presently serving a probation period that expires on the date indicated above. As required by policy, I have monitored this employee's performance and recommend the following:

*Recommendation: [Dropdown]

Satisfactory Completion - Satisfactory Completion of Probationary Period: The employee has performed in his/her classification in a continuous, satisfactory manner and the employee should be removed from probationary status on the date indicated above.

Period Extended - Probationary Period Extended: The performance of the employee has been less than continuously satisfactory; however, there has been improvement in the job performance and additional time is needed to properly assess the employee. I request that the probationary period be extended.





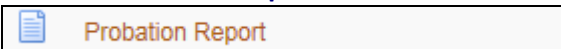
Extension Period: [Dropdown]






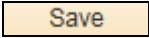




The employee has been advised of the shortcomings which have affected his/her job performance. I have suggested specific method for improvement of job performance and have attached a copy of the letter needing improvement.

Period Unsuccessful - Probation Period Unsuccessful - Demotion or Termination Recommended: The employee has not performed in his/her classification in a continuous, satisfactory manner. The employee has been advised of his/her

Procedure - Job Aid

In this topic you will go through the steps of completing a probation period recommendation form.

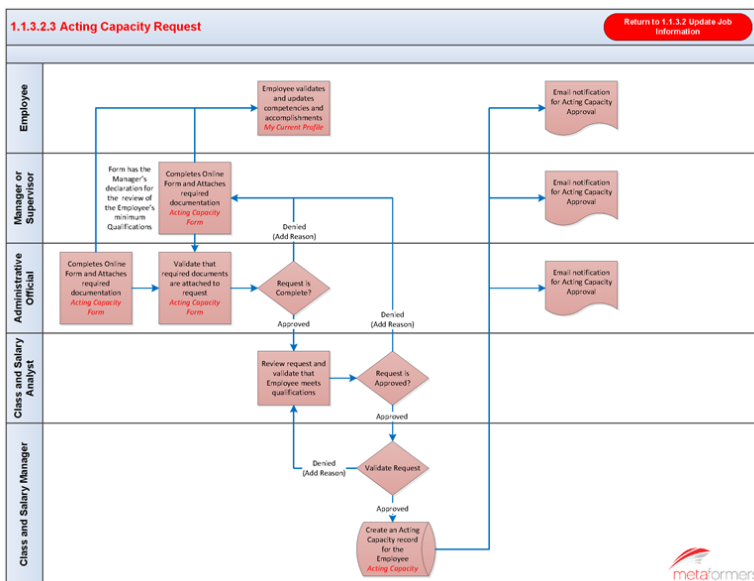
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Job and Personal Information menu. 	
9.	Click the Probation Report menu. 	
10.	Click the " Search " button to view previously submitted requests. To submit a new request select the " Add a New Value " tab.	

Step	Action	Notes
11.	Click the Add a New Value tab. 	
12.	Click in the Employee ID field. 	
13.	Enter "00000842" into the Employee ID field.	
14.	The Employee ID will auto populate the Subject and Employee Name.	
15.	Click in the Expiration Date field. 	
16.	Enter "08/30/2015" into the Expiration Date field.	
17.	Click the Recommendation drop-down list. 	
18.	For this example we will use the Satisfactory Completion. In a scenario where the choice is Period Extended a choice must be selected from the next menu list, Extension Period. If the scenario is to choose Period Unsuccessful, then an option must be checked next to Demote or Terminate employee. Click the Satisfactory Completion list item. 	
19.	Click the scrollbar.	
20.	Click the Save button. 	
21.	Click the scrollbar.	
22.	Click the Submit button. 	
23.	The approver will have a status of "Pending" when the form is submitted. If the form is saved and not submitted the status will show as "Not Routed".	
24.	Click the OK button. 	
25.	Click the Home link. 	
26.	Click the scrollbar to move across the page.	
27.	Click the Sign out link. 	

Step	Action	Notes
28.	You have completed the steps of completing a probation period recommendation form. End of Procedure - Job Aid.	

Acting Capacity Request

Acting Capacity form is an electronic request to designate an employee temporarily fill another's position.



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MANAGED OUTLIER

Form Instructions Attachments

Acting Capacity Request

*Subject:

Priority: [3-Standard] Due Date:

Status: Initial

*Employee ID:

*Name Designated EE:

*Acting Position:

*Start Date:

*End Date:

Department:

*Designation Reason:

Name of current or former incumbent:

*Reason for absence or reason unable to fill position:









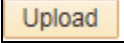


☐ Does employee meet minimum requirements for acting classification?

☐ Has employee previously been assigned acting capacity status?

If yes, what designation and when?

Procedure - Job Aid

In this topic you will go through the steps of submitting an acting capacity request.


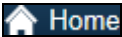

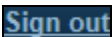
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " cheryl.hipkins " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Job and Personal Information menu. 	
9.	Click the Acting Capacity Request menu. 	
10.	Click the " Search " button to view previously submitted requests. To submit a new request select the " Add a New Value " tab.	
11.	Click the Add a New Value tab. 	
12.	Click the Attachments tab. 	
13.	Click the Attach button. 	
14.	To attach a file select the document from your computer to upload click on the browse button and the click on upload.	
15.	Click the Upload button. 	
16.	Click the Form tab. 	
17.	Click in the Employee ID field. 	
18.	Enter " 000002199 " into the Employee ID field.	
19.	The Employee ID will auto populate the Subject and Name Designated EE.	

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CONNECT CLASSROOM TRAINING

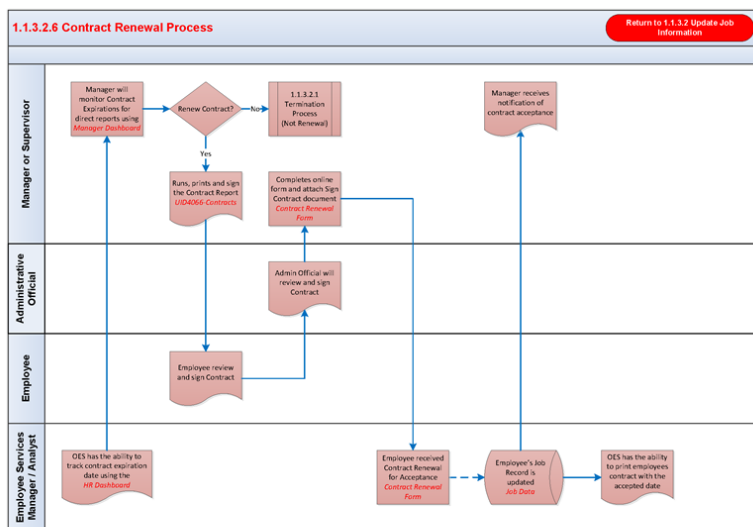


Step	Action	Notes
20.	Click in the Acting Position field. <input type="text"/>	
21.	Enter " 046558 " into the Acting Position field.	
22.	The Acting Position number will auto populate the Department.	
23.	Click in the Start Date field. <input type="text"/>	
24.	Enter " 09/02/2015 " into the Start Date field.	
25.	Click in the End Date field. <input type="text"/>	
26.	Enter " 09/28/2015 " into the End Date field.	
27.	Click the Designation Reason drop-down list. <input type="text"/>	
28.	Click the Temporary Absence of Incumbent list item. Temporary Absence of Incumbent	
29.	Click in the Name of current or former incumbent field. <input type="text"/>	
30.	Enter " Maclean Forquer " into the Name of current or former incumbent field.	
31.	Click in the Reason for absence or reason unable to fill position field.	
32.	Enter " Have been unable to find a replacement at this time. " into the Reason for absence or reason unable to fill position field.	
33.	Click the Does employee meet minimum requirements for acting classification? option. <input type="checkbox"/>	
34.	Click the scrollbar.	
35.	Click the Save button. <input type="button" value="Save"/>	
36.	Click the scrollbar.	
37.	Click the Submit button. <input type="button" value="Submit"/>	
38.	The first approver will have a status of "Pending" when the form is submitted. If the form is saved and not submitted the status will show as "Not Routed".	

Step	Action	Notes
39.	The approval chain displays the individuals who will receive notifications, review, and either approve or deny the request.	
40.	Click the OK button. 	
41.	Click the Home link. 	
42.	Click the scrollbar to move across the page. 	
43.	Click the Sign out link. 	
44.	You have completed the steps of submitting an acting capacity request. End of Procedure - Job Aid.	

Run the Contract Report

Generate the Contract Report








TRAINING GUIDE

CONNECT CLASSROOM TRAINING



Procedure - Job Aid

In this topic you will go through the steps of running the contract report.

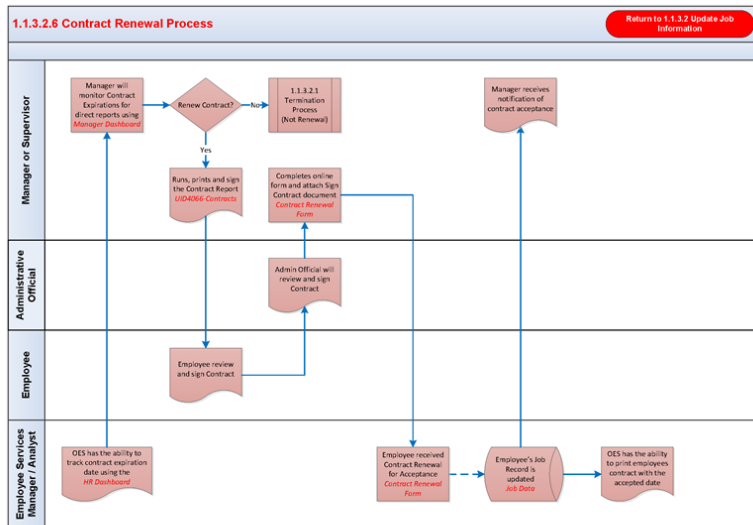
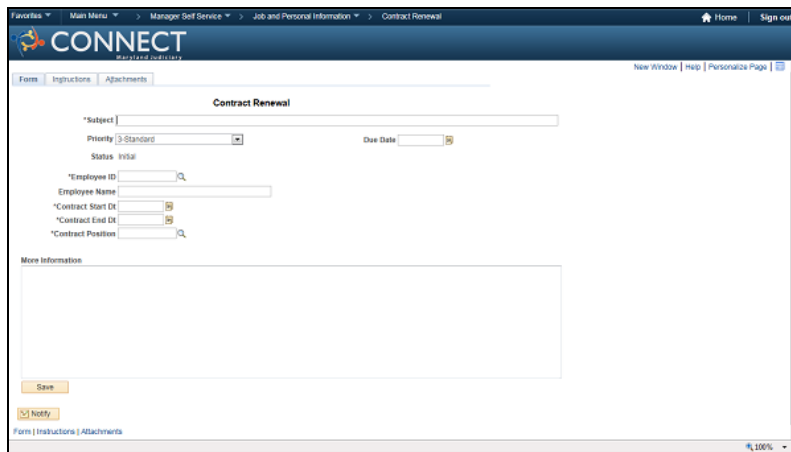
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " edward.malloy " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Job and Personal Information menu. 	
9.	Click the Contract Renewal Report menu. 	
10.	If you have already created a Run Control ID, enter that ID into the " begins with " field and click the " Search " button. If you have not created a Run Control ID, create one by clicking on the " Add a New Value " tab.	

Step	Action	Notes
11.	Click the Add a New Value tab. 	
12.	Enter " EMTRN02 " into the Run Control ID field.	
13.	Click the Add button. 	
14.	Click in the Empl ID field. 	
15.	Enter " 700019 " into the Empl ID field.	
16.	Click the Contract Type drop-down list. 	
17.	Select the Contract Type to generate a specific Contract Document based on the Type of Position.	
18.	Click the Law Clerk list item. 	
19.	The Position Number used will be the Contract Positon, where the Employee will be staffed for the following contract year. Click in the Position Number field. 	
20.	Enter " 59000740 " into the Position Number field.	
21.	Click in the Start Date field. 	
22.	The Start of the Contract Enter " 7/1/2015 " into the Start Date field.	
23.	Click in the End Date field. 	
24.	The End of the Contract Enter " 6/30/2016 " into the End Date field.	
25.	Click the Run button. 	
26.	Select " PSUNX " from the "Server Name" drop down if not already selected. If already selected, click the "OK" button.	

Step	Action	Notes
27.	Click the Server Name drop-down list. 	
28.	Click the PSUNX list item. 	
29.	Click the OK button. 	
30.	The system will display a Process Instance number below the Process Monitor link. Use this number to monitor your process.	
31.	Click the Process Monitor link. 	
32.	Once on this page allow the system a few minutes to process and then click the Refresh button until the Run Status shows Success 	
33.	Click the Go back to Contract Reneal report link. 	
34.	Click the Report Manager link. 	
35.	Click the AOC_LAW_CLER - 700019_L_34391.pdf link. 	
36.	Click the 700019_L_34391.pdf link to view the report. 	
37.	The Contract will display. Print and Sign before submitting to Employee Services.	
38.	Click the Close Tab button. 	
39.	Click the Home link. 	
40.	Click the Sign out link. 	
41.	You have completed the steps of running the contract report. End of Procedure - Job Aid.	

Contract Renewal Request with Attached Contract

Contract Renewal Request



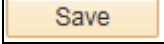
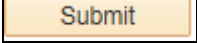
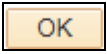
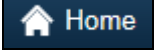

The screenshot shows the 'CONNECT' web application interface for 'Contract Renewal'. The form includes fields for Subject, Priority (Standard), Due Date, Status (Initial), Employee ID, Employee Name, Contract Start Date, Contract End Date, and Contract Position. There is a 'More Information' section with a text area and a 'Save' button. The interface also shows navigation links like 'Form | Instructions | Attachments' and a 'Notify' button.

Procedure - Job Aid

In this topic you will go through the steps of requesting a contract renewal and attaching the contract.

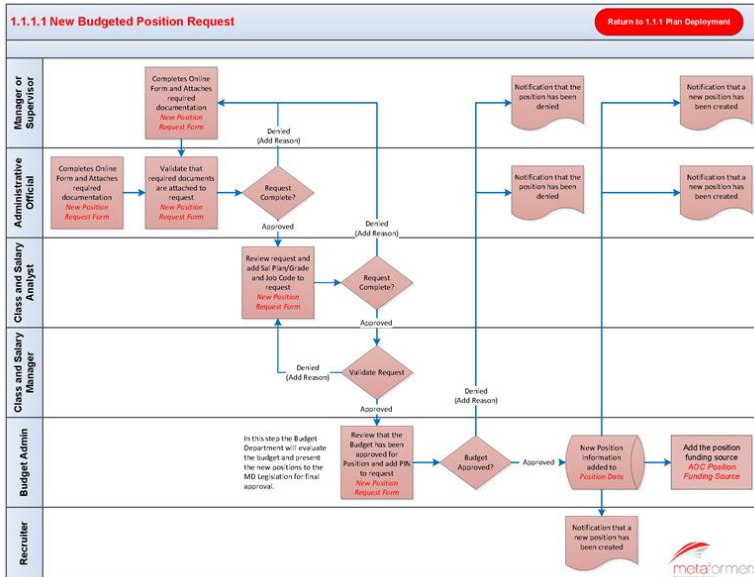
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " edward.malloy " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	

Step	Action	Notes
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Job and Personal Information menu. 	
9.	Click the Contract Renewal menu. 	
10.	Click the "Search" button to view previously submitted requests. To submit a new request select the "Add a New Value" tab.	
11.	Click the Add a New Value tab. 	
12.	Click the Instructions tab. 	
13.	Click the Attachments tab. 	
14.	Click the Attach button. 	
15.	To attach a file select the document from your computer to upload, click on the browse button and the click on upload.	
16.	Click the Upload button. 	
17.	Click the Form tab. 	
18.	Click in the Employee ID field. 	
19.	Enter "000003370" into the Employee ID field.	
20.	The Employee ID will auto populate the Subject and Employee Name.	
21.	Click in the Contract Start Dt field. 	

Step	Action	Notes
22.	The Start of the Contract Enter "7/1/2015" into the Contract Start Dt field.	
23.	Click in the Contract End Dt field. 	
24.	The End of the Contract Enter "6/30/2016" into the Contract End Dt field.	
25.	Click in the Contract Position field. 	
26.	Verify the Position matches the Attached Contract Number. Enter "712000" into the Contract Position field.	
27.	Click the Save button. 	
28.	Click the Submit button. 	
29.	The approver will have a status of "Pending" when the form is submitted. If the form is saved and not submitted the status will show as "Not Routed".	
30.	Click the OK button. 	
31.	Click the Home link. 	
32.	Click the scrollbar to move across the page.	
33.	Click the Sign out link. 	
34.	You have completed the steps of requesting a contract renewal and attaching the contract. End of Procedure - Job Aid.	





New Position Request













New Position Request enables you to submit an electronic new position request.







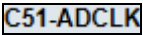







Procedure - Job Aid




In this topic, you will go through the steps required to complete a new position request.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " george.lipman " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the New Position Request menu. 	

Step	Action	Notes
9.	Click the Add a New Value tab. 	
10.	Click in the Subject field.	
11.	Enter " New Law Clerk Non-Exempt Contract Position " into the Subject field.	
12.	Click the Priority drop-down list. 	
13.	Click the Priority drop-down list. 	
14.	Click in the Due Date field. 	
15.	Enter " 9/30/2015 " into the Due Date field.	
16.	Click in the Jurisdiction [County Name] field. 	
17.	Enter " Allegany County " into the Jurisdiction [County Name] field.	
18.	Click in the Contact Name field. 	
19.	Enter " George Lipman " into the Contact Name field.	
20.	Click in the Phone Number field. 	
21.	Enter " 410-610-7895 " into the Phone Number field.	
22.	Click in the Program # field. 	
23.	Enter " 010 " into the Program # field.	
24.	Click in the New Position field. 	
25.	Enter " Law Clerk " into the New Position field.	
26.	Click the Has this position been requested previously? drop-down list. 	
27.	Click the No list item. 	
28.	Click in the New Contractual field. 	

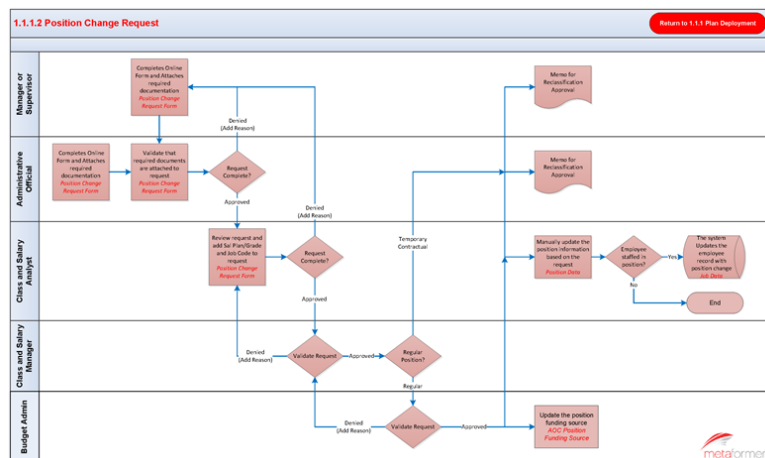
Step	Action	Notes
29.	Enter " Yes " into the New Contractual field.	
30.	Click the Is need associated with a New Program? drop-down list. 	
31.	Click the No list item. 	
32.	Click in the Projected Effective Date field. 	
33.	Enter " 10/14/2015 " into the Projected Effective Date field.	
34.	Click the scrollbar.	
35.	Click in the Position Title field. 	
36.	Enter " Law Clerk " into the Position Title field.	
37.	Click in the Department field. 	
38.	Enter " 0451121 " into the Department field.	
39.	Click the 51- Law Clerks object. 	
40.	Click in the Location field. 	
41.	Enter " c51-adclk " into the Location field.	
42.	Click the C51-ADCLK object. 	
43.	Click in the Reporting To field. 	
44.	Enter " 073270 " into the Reporting To field.	
45.	Click the Full-Time / Part-Time drop-down list. 	
46.	Click the Full-Time list item. 	
47.	Click the Position Type drop-down list. 	
48.	Click the Contractual list item. 	

Step	Action	Notes
49.	Click in the Position Maximum Head Count field. <input type="text"/>	
50.	Enter " 1 " into the Position Maximum Head Count field.	
51.	Click in the Part-Time (%) field. <input type="text"/>	
52.	Enter " 1.00 " into the Part-Time (%) field.	
53.	Click the Page down button. <input type="button" value="Page down"/>	
54.	Click in the Standard Hours field. <input type="text"/>	
55.	Enter " 40 " into the Standard Hours field.	
56.	Click the Essential Position drop-down list. <input type="text" value="Essential Position"/>	
57.	Click the No list item. <input type="button" value="No"/>	
58.	Click in the Justification field.	
59.	Enter " Law Clerk is needed to assist the Administrative Judge. " into the Justification field.	
60.	Click the scrollbar.	
61.	Click in the Job Duties field.	
62.	Enter " Assist in all administrative tasks related to the office of the administrative judge. " into the Job Duties field.	
63.	Click in the Education and Experience field.	
64.	Enter " Bachelor degree and 7 years of experience " into the Education and Experience field.	
65.	Click the scrollbar.	
66.	You must save the form first and then submit for approval. Click the Save button. <input type="button" value="Save"/>	
67.	Click the scrollbar.	
68.	Click the Submit button. <input type="button" value="Submit"/>	

Step	Action	Notes
69.	NOTE: If the request is made a the first level approver, the Administrative Official, then the status is "Skipped". The second approver will have a status of "Pending" when the form is submitted. If the form is saved and not submitted the status will show as "Not Routed".	
70.	The approval chain displays the individuals who will receive notifications, review, and either approve or deny the request.	
71.	Click the OK button. 	
72.	Click the Home link. 	
73.	Click the scrollbar to move across the page.	
74.	Click the Sign out link. 	
75.	You have completed the steps to submit a new position request. End of Procedure - Job Aid.	

Position Change Request






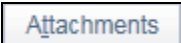


A Position Change Request is an electronic form to request changes to an existing positon.





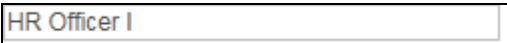


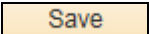


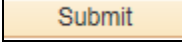
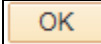


Procedure - Job Aid

In this topic you will go through the steps of completing a position change request.

Step	Action	Notes
1.	Click in the User ID field.	

Step	Action	Notes
2.	Enter " marti.robinson " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Position Change Request menu. 	
9.	Click the Add a New Value tab. 	
10.	Click the Attachments tab. 	
11.	NOTE: Not all position change request require a completed Position Description Questionnaire (PDQ) form. Use the instructions tab to see details.	
12.	Download the PDQ form, complete and save to attach to request.	
13.	Once you have completed the PDQ and saved the file you will need to attach it to your position change request.	
14.	Click the Form tab. 	
15.	Enter the position number or use the look up to select from a predefined list of options. Click in the Position Number (PIN) field. 	
16.	Enter " 001080 " into the Position Number (PIN) field.	
17.	The Position Number (PIN) will auto populate the Subject and Position Attribute Changes. Update the details of the position attribute, if needed.	

Step	Action	Notes
18.	Click the Type of Change drop-down list. 	
19.	The type of change menu list provides all the options available for the position change. Click the Reclassification list item. 	
20.	Enter the employee ID or use the look up to search by last name or first name. Click in the Employee ID field. 	
21.	Enter " 000002078 " into the Employee ID field.	
22.	The Employee ID will auto populate the Employee Name.	
23.	Enter or click the calendar to choose the date when the position change must take effect. Click in the Effective Date field. 	
24.	Enter " 8/31/2015 " into the Effective Date field.	
25.	Click in the Title field. 	
26.	Press [Backspace] .	
27.	Enter " HR Officer II " into the Title field.	
28.	Click the Vertical scrollbar to move down the page.	
29.	Click the Essential Position drop-down list. 	
30.	Click the No list item. 	
31.	Click in the Justification field.	
32.	Enter " The employee qualifies to be reclassified to a higher level. " into the Justification field.	
33.	Click the scrollbar.	
34.	You must save the form first and then submit for approval. Click the Save button. 	

Step	Action	Notes
35.	Click the Vertical scrollbar to move up the page.	
36.	Click the Submit button. 	
37.	The first approver will have a status of "Pending" when the form is submitted. If the form is saved and not submitted the status will show as "Not Routed".	
38.	The approval chain displays the individuals who will receive notifications, review, and either approve or deny the request.	
39.	Click the OK button. 	
40.	Click the Home link. 	
41.	Click the scrollbar.	
42.	Click the Sign out link. 	
43.	You have completed the steps of completing a position change request. End of Procedure - Job Aid.	

Education and Learning Management




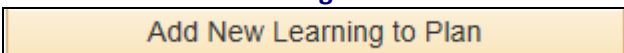

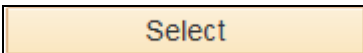
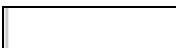

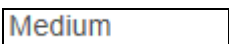
Adding a Course to a Team Member's Learning Plan


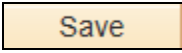
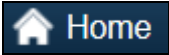

Adding a Competency, Finding Associated Learning, and Adding to Team Member's Plan

Procedure - Job Aid

In this topic you will go through the steps to add a course to a team member's learning plan.

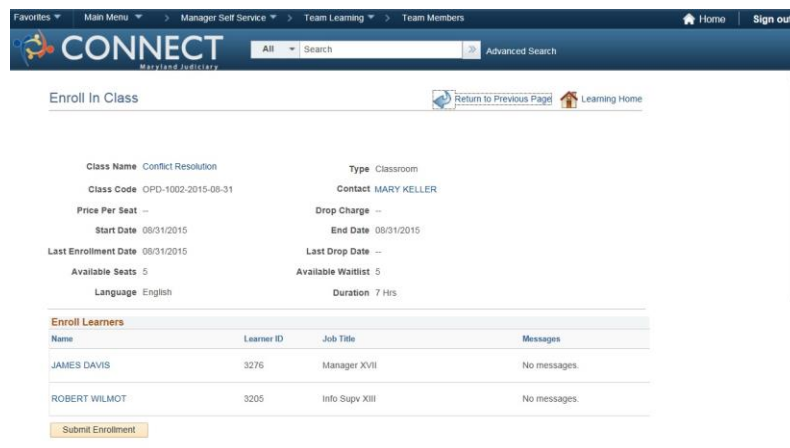
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " timothy.finan " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	

Step	Action	Notes
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu.	
8.	Click the Team Learning menu.	
9.	Click the Team Learning Plans menu.	
10.	Use the Team Learning Plans page to select the employee's learning plan you want to update.	
11.	Click the Learning Plan - 2016 link. 	
12.	The Learning Plan Details page displays the learners current planned learning. In this example the learner has no assigned learning.	
13.	Click the Add New Learning to Plan button. 	
14.	Click in the Search by keyword field.	
15.	Enter " generations " into the Search field.	
16.	Click the Search button. 	
17.	Click the Select button. 	
18.	Before adding the learning to the team member's learning plan, you are able to define the target completion date, the priority, and if the learning is required.	
19.	Click in the Target Completion field. 	
20.	Enter " 12/31/2016 " into the Target Completion field.	
21.	Click the Priority drop-down list. 	
22.	Click the Medium list item. 	

Step	Action	Notes
23.	Click the Required checkbox. 	
24.	Click the Save button. 	
25.	Notice the course has been added to the Learning Plan Details section.	
26.	Click the Home link. 	
27.	Click the Sign out link. 	
28.	You have completed the steps to add a course to a team member's learning plan. End of Procedure - Job Aid.	

Searching the Catalog and Enrolling Team Members into a Class







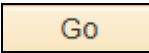

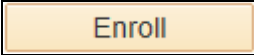
Managers have the ability to search the learning catalog for a scheduled class and enroll multiple team members into the scheduled class.

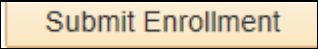
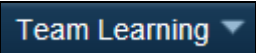

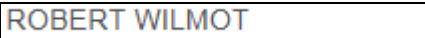

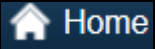
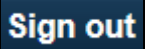


Procedure - Job Aid

In this topic you will go through the steps to search the catalog and enroll team members into a scheduled class.

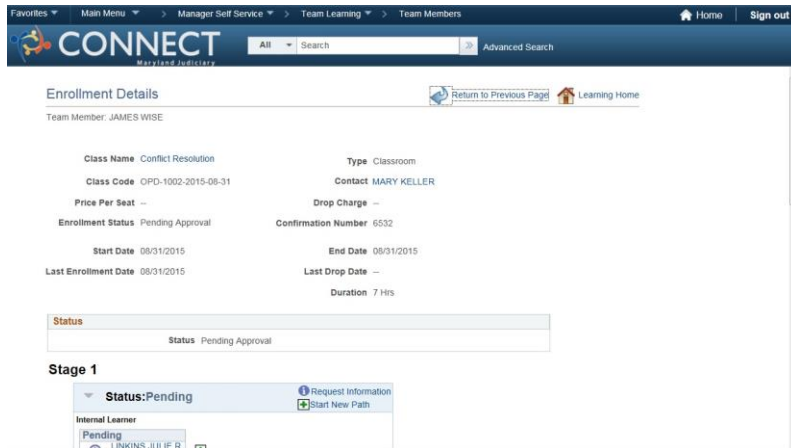
Step	Action	Notes
1.	Click in the User ID field.	

Step	Action	Notes
2.	Enter " julie.linkins " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu.	
8.	Click the Team Learning menu.	
9.	Click the Team Members menu.	
10.	Click the Vertical scrollbar to navigate down the page.	
11.	Click the JAMES DAVIS checkbox. 	
12.	Click the ROBERT WILMOT checkbox. 	
13.	Click the Group Actions drop-down list. 	
14.	Click the Enroll list item. 	
15.	Click the Go button. 	
16.	This is the Find Learning page. This page is used to search the catalog in order to find classes for enrollment.	
17.	Click in the Search by keyword field.	
18.	Enter " conflict " into the Search field.	
19.	Click the Search button. 	
20.	The search displayed one class that matched the keyword "Conflict".	
21.	Click the Enroll button. 	

Step	Action	Notes
22.	Notice the class details are listed, which can be reviewed before enrolling team members into the class.	
23.	Click the Submit Enrollment button. 	
24.	Notice the enrollment messages. The enrollment for James was not processed because he was already enrolled into this class. The enrollment for Robert was processed successfully.	
25.	Click the Team Learning button. 	
26.	Click the Team Learning menu.	
27.	Click the For drop-down list. 	
28.	Click the ROBERT WILMOT list item. 	
29.	Click the Go button. 	
30.	Notice the enrollment record for Robert. He is enrolled into the Conflict Resolution class.	
31.	Click the Home link. 	
32.	Click the Sign out link. 	
33.	You have completed the steps to search the catalog and enroll team members into a scheduled class. End of Procedure - Job Aid.	


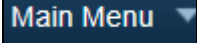
Approving a Program or Class Enrollment Request


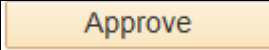
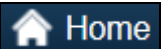

Managers have the ability to approve a program or class enrollment request.



Procedure - Job Aid

In this topic, you will approve a class enrollment request submitted by one of your team members.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " julie.linkins " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu.	
8.	Click the Team Learning menu.	
9.	Click the Team Members menu.	

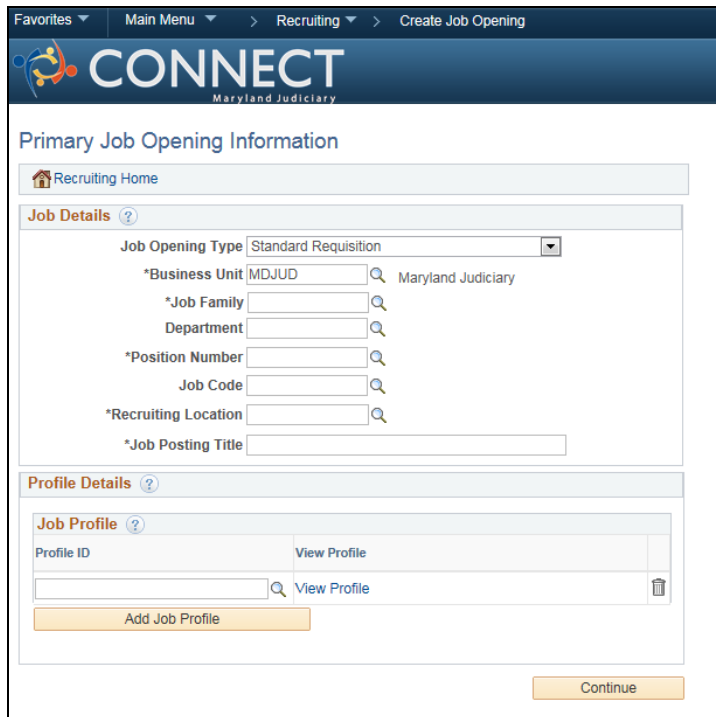
Step	Action	Notes
10.	<p>All pending approvals that require a response are displayed in the first section of the Team Members page.</p> <p>Notice James Wise has submitted enrollment requests for classes and curricula that can be approved or denied. The steps for approving a class or curriculum are exactly the same.</p> <p>In this example, you will approve the enrollment request for the Conflict Resolution class.</p>	
11.	<p>Click the Details link for the James Wise Conflict Resolution class.</p> 	
12.	<p>View the class details as needed to make the decision to approve or deny the enrollment request.</p>	
13.	<p>Click the Vertical scrollbar to navigate down the page.</p>	
14.	<p>Notice the Submit, Approve, and Deny buttons at the bottom of the page.</p> <p>As the approving manager, you have the option to:</p> <ul style="list-style-type: none"> • <u>Submit</u> this approval to another approver • <u>Approve</u> the request • <u>Deny</u> the request <p>For this example, you will approve the enrollment request.</p>	
15.	<p>Click the Approve button.</p> 	
16.	<p>Notice the message indicating the transaction was processed successfully.</p>	
17.	<p>Click the Vertical scrollbar to navigate down the page.</p>	
18.	<p>Notice the "Approved" status at the bottom of the page.</p> <p>If you denied the request, the status would display "Denied".</p>	
19.	<p>Click the Home link.</p> 	
20.	<p>Click the Sign out link.</p> 	
21.	<p>You have completed the topic "Approving-Denying a Class Enrollment Request".</p> <p>End of Procedure - Job Aid.</p>	

Recruitment

Creating a Job Opening and Entering Job Details

Create a Job Opening and Enter Job Details


This topic will demonstrate the process of creating a job opening by providing both high level and detailed information about the position.


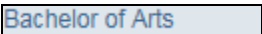
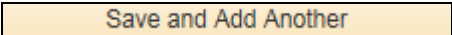
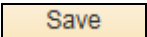
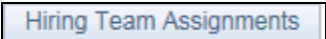
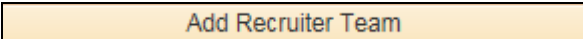

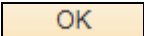
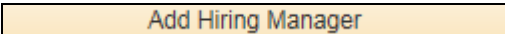


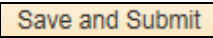


Procedure - Job Aid

In this topic, a Hiring Manager creates a job opening and enters job details such as work experience and degrees required and also assigns the Hiring Team.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " david.warnick " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	

Step	Action	Notes
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Recruiting menu. 	
8.	Click the Create Job Opening menu. 	
9.	In this section, you will enter all required information which will be marked with an asterisk.	
10.	Click in the Job Family field. 	
11.	Enter " CRTMGT " into the Job Family field.	
12.	Click the CRTMGT object. 	
13.	Click in the Position Number field. 	
14.	Enter " 086611 " into the Position Number field.	
15.	Click the 086611 object. 	
16.	Click in the Recruiting Location field. 	
17.	Enter " 1002 " into the Recruiting Location field.	
18.	Click in the Profile ID field. 	
19.	Enter " 601001 " into the Profile ID field.	
20.	Click the Judiciary Clerk object. 	
21.	Click the Continue button. 	
22.	Click the Update Primary Profile option. 	
23.	Click the Continue button. 	

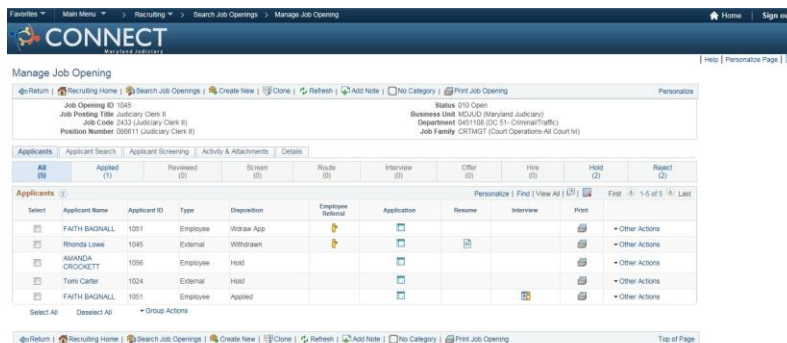
Step	Action	Notes
24.	Click in the Desired Start Date field. 	
25.	Enter " 08/30/2015 " into the Desired Start Date field.	
26.	Click the Vertical Scroll bar to move down the page.	
27.	Click the Highest Education Level drop-down list.	
28.	Click the C-HS Graduate or Equivalent list item.	
29.	Click in the Years of Work Experience field. 	
30.	Enter " 3 " into the Years of Work Experience field.	
31.	Click the Add Degrees button. 	
32.	Enter " BA " into the Degree field.	
33.	Click the Bachelor of Arts object. 	
34.	Click the Save and Add Another button. 	
35.	Enter " bs " into the Degree field.	
36.	Click the Save button. 	
37.	Click the Vertical Scroll bar to move up the page.	
38.	Click the Hiring Team Assignments tab. 	
39.	Click the Add Recruiter Team button. 	
40.	Click the Select option for AOC Recruitment Team. 	
41.	Click the OK button. 	
42.	A Primary Recruiter must be selected for all job openings.	
43.	Click the Primary option next to MARCY GOODE. 	
44.	Click the Add Hiring Manager button. 	
45.	Click in the Name field.	

Step	Action	Notes
46.	Enter " David Warnick " into the Name field.	
47.	Click the Vertical Scroll bar to move down the page.	
48.	Click the Save and Submit button. 	
49.	Click the Home link. 	
50.	Click the Sign out link. 	
51.	You have completed the topic "Creating a Job Opening and Entering Job Details." End of Procedure - Job Aid.	

Cloning a Job Opening

Cloning a job opening

This topic will demonstrate the process of cloning a similar job opening from an existing job opening.



Procedure - Job Aid

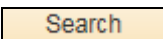
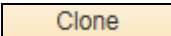
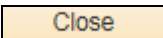
In this topic, a Hiring Manager will clone a job opening using a previous opening.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " david.warnick " into the User ID field.	

TRAINING GUIDE

CONNECT CLASSROOM TRAINING



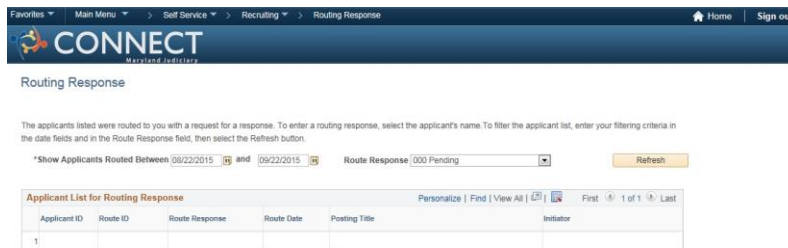
Step	Action	Notes
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Recruiting menu. 	
8.	Click the Search Job Openings menu. 	
9.	Click in the Job Opening ID field. 	
10.	Enter " 1021 " into the Job Opening ID field.	
11.	Click the Search button. 	
12.	Click the Judiciary Clerk II link. 	
13.	Click the Clone link. 	
14.	Click in the New Posting Title field.	
15.	Press [Backspace] .	
16.	Enter " Judiciary Clerk II - Temp " into the New Posting Title field.	
17.	Be sure to enter the correct data for "Number of New Job Openings". It will auto-populate "1".	
18.	Click the Clone button. 	
19.	A new Job Opening and Job Opening ID has been created.	
20.	Click the Close button. 	
21.	Click the Home link. 	
22.	Click the Sign out link. 	

Step	Action	Notes
23.	You have completed the topic "Cloning a Job Opening". End of Procedure - Job Aid.	

Responding to Routed Applicants


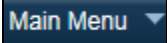

Responding to Routed Applicants

This topic will demonstrate the process for giving a response to a routed applicant with regards to the application process. Some examples of responses are "Invite for Interview", "Reject", or "Hold".



Procedure - Job Aid


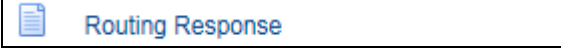


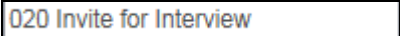
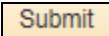
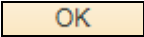
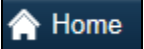
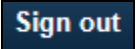
In this topic, a Hiring Manager responds to a routed applicant from the Recruiter.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " david.warnick " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	

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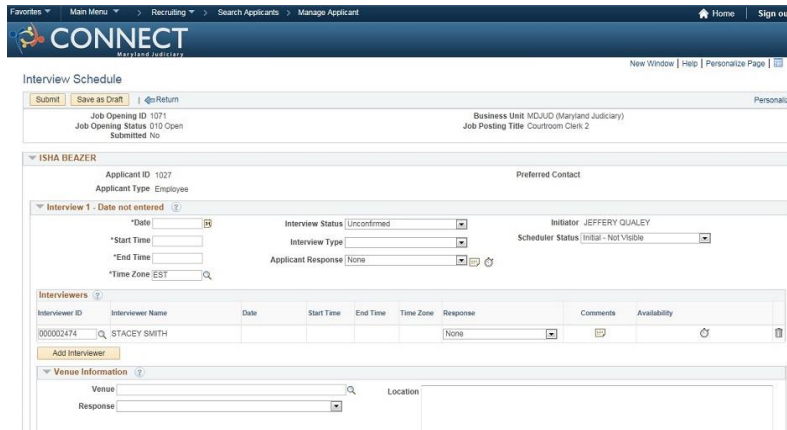


Step	Action	Notes
8.	Click the Recruiting menu. 	
9.	Click the Routing Response menu. 	
10.	Click the ISHA BEAZER link. 	
11.	Click the Recommendation drop-down list. 	
12.	Click the 020 Invite for Interview list item. 	
13.	Click in the Comments field.	
14.	Enter " Please schedule an interview. " into the Comments field.	
15.	Click the Submit button. 	
16.	Click the OK button. 	
17.	Click the Home link. 	
18.	Click the Sign out link. 	
19.	You have completed the topic "Responding to Routed Applicants". End of Procedure - Job Aid.	

Reviewing Interview Schedules and Evaluations

Reviewing Interview Schedules and Evaluations





This topic will demonstrate the process of reviewing a specific applicant's interview schedule (such as date and time) and also evaluations given by the interviewer.


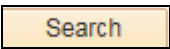
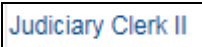


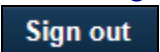


The screenshot shows the 'Interview Schedule' page in the CONNECT system. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Recruiting', 'Search Applicants', and 'Manage Applicant'. Below this, the page title is 'Interview Schedule'. The main content area shows details for Applicant ID 1027, ISHA BEAZER, with fields for Date, Start Time, End Time, Time Zone, Interview Status (Unconfirmed), Interview Type, and Applicant Response (None). There's also a section for 'Interviewers' with a table listing Interviewer ID, Interviewer Name, Date, Start Time, End Time, Time Zone, Response, Comments, and Availability. The table currently has one entry for Interviewer ID 000002474, Interviewer Name STACEY SMITH, with a response of 'None'. At the bottom, there's a 'Venue Information' section with fields for Venue, Response, and Location.

Procedure - Job Aid

In this topic, a Hiring Manager reviews Interview Schedules and Interview Evaluations.

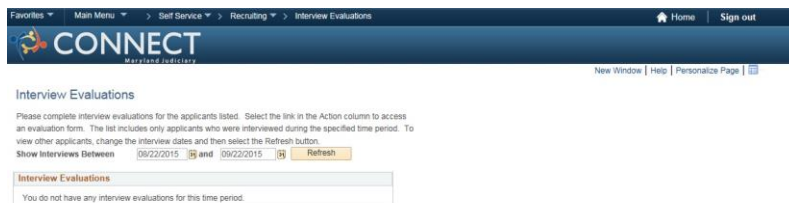
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " jeffery.qualey " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Recruiting menu. 	
8.	Click the Search Job Openings menu. 	

Step	Action	Notes
9.	Click in the Job Opening ID field. 	
10.	Enter " 1024 " into the Job Opening ID field.	
11.	Click the Search button. 	
12.	Click the Judiciary Clerk II link. 	
13.	Click the Interview icon for applicant. 	
14.	Review the Interview Summary and Interview Details for the selected applicant.	
15.	Click the Home link. 	
16.	Click the Sign out link. 	
17.	You have completed the topic "Reviewing Interview Schedules and Evaluations". End of Procedure - Job Aid.	

Completing an Interview Evaluation







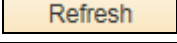



Completing an Interview Evaluation


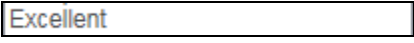





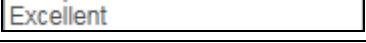

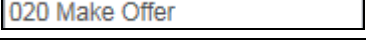
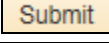
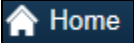
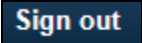
This topic will demonstrate the process for completing an Interview Evaluation. Interview evaluations are specific to the context of a particular job opening (or an application without a job opening). To complete an evaluation, evaluators assign ratings for individual evaluation categories, give an overall rating and recommendation, and enter any comments.



Procedure - Job Aid

In this topic, the Hiring Manager begins and completes an Interview Evaluation.

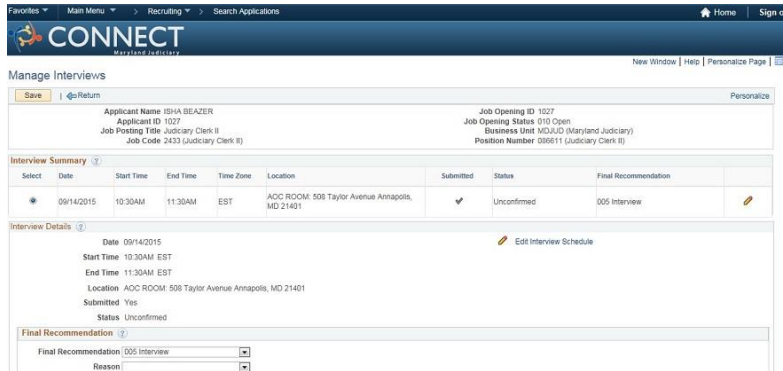
Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " david.warnick " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Recruiting menu. 	
9.	Click the Interview Evaluations menu. 	
10.	A specified time period must be entered in order to view applicants.	
11.	Click in the Show Interviews Between field.	
12.	Enter " 09/01/2015 " into the Show Interviews Between field.	
13.	Click in the and field. 	
14.	Enter " 10/01/2015 " into the and field.	
15.	Click the Refresh button. 	
16.	Click the Evaluate Applicant link. 	
17.	Click the Interview Rating drop-down list for Communications skills. 	
18.	Click the Excellent list item. 	

Step	Action	Notes
19.	Click the Interview Rating drop-down list for Education/Training. 	
20.	Click the Excellent list item. 	
21.	Click the Vertical scroll bar to move down the page.	
22.	Click the Interview Rating drop-down list for Work Experience. 	
23.	Click the Excellent list item. 	
24.	Click the Interview Rating drop-down list for Technical Skills. 	
25.	Click the Excellent list item. 	
26.	Click the Vertical scroll bar to move up the page.	
27.	Click the Overall Rating drop-down list. 	
28.	Click the Excellent list item. 	
29.	Click the Recommendation drop-down list. 	
30.	Click the 020 Make Offer list item. 	
31.	Click in the Comments field.	
32.	Enter " Great Candidate. " into the Comments field.	
33.	Click the Submit button. 	
34.	Click the Home link. 	
35.	Click the Sign out link. 	
36.	You have completed the topic "Completing an Interview Evaluation". End of Procedure - Job Aid.	

Recording the Final Interview Recommendation


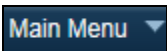



Recording the Final Interview Recommendation

This topic will demonstrate the process of giving a final interview recommendation for an applicant. Examples of recommendations are "Make Offer", "Reject", or "Hold".



Procedure - Job Aid


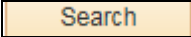



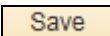
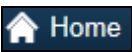

In this topic, the Hiring Manager completes the Final Interview Recommendation.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " david.warnick " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Recruiting menu. 	
8.	Click the Search Applications menu. 	
9.	Click the Search My Applicants checkbox to deselect. 	

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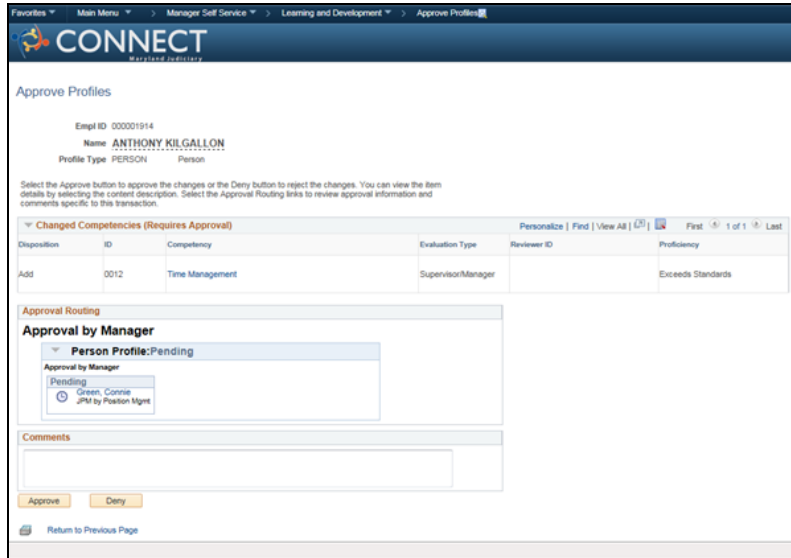


Step	Action	Notes
10.	Click in the Last Name field. 	
11.	Enter " Baezer " into the Last Name field.	
12.	Click the Search button. 	
13.	Click the Manage Interviews button. 	
14.	Click the Final Recommendation drop-down list. 	
15.	Click the 020 Make Offer list item. 	
16.	Click the Save button. 	
17.	Click the Home link. 	
18.	Click the Sign out link. 	
19.	You have completed the topic "Recording the Final Interview Recommendation". End of Procedure - Job Aid.	

Profile and Performance Management




Approve & Deny Person Profile Updates




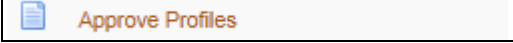
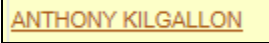

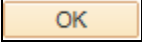
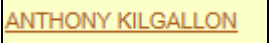

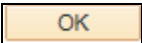


Employees can update their personal profile (competencies, certifications, education) through Self-Service. Each update must be reviewed and either approved or denied by the manager.



Procedure - Job Aid

In this topic, you will approve and deny two profile updates from your one of your direct reports.

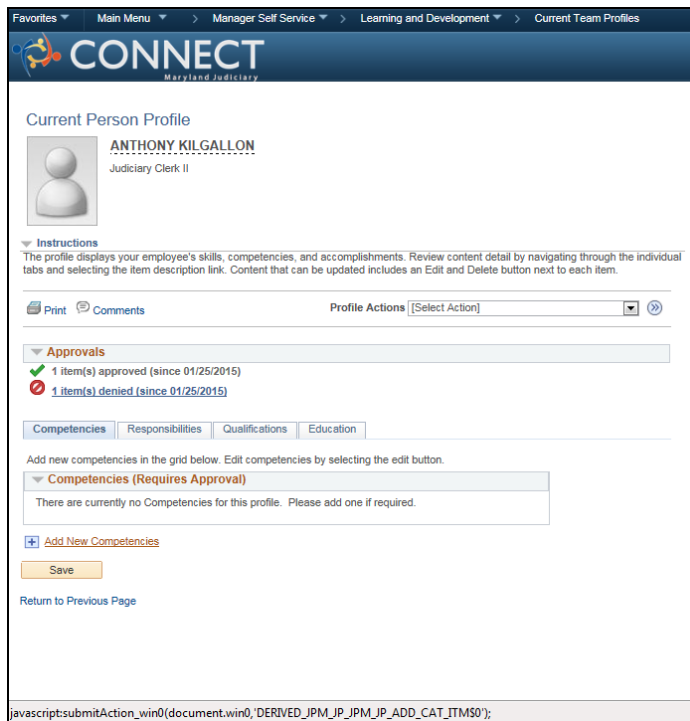
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the Approve Profiles menu. 	
10.	The Approval Transactions box displays the profile updates from your direct report(s) that require your approval. The workflow status will indicate if the request is Pending, Approved or Denied.	
11.	Click the ANTHONY KILGALLON link for the first approval. 	
12.	In the Approve Profile page you can view the items pending approval. The Approval Routing indicates who is in the approval workflow, which approver is pending, if request is approved or denied. And you have a Comments text box for additional information.	
13.	Click the Approve button. 	
14.	Click the OK button. 	
15.	Click the ANTHONY KILGALLON link for the second approval. 	
16.	Click the Deny button. 	
17.	Click the OK button. 	
18.	Notice the statuses (Approved and Denied) for the two profile updates.	
19.	Click the Home link. 	
20.	Click the Sign out link. 	

Step	Action	Notes
21.	You have completed the topic "Approve & Deny Person Profile Updates". End of Procedure - Job Aid.	

Updating Team Member Profiles

As a Manager, you can update your team members' profiles. In this topic you will add a competency to one team member and a qualification to a different team member.






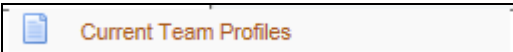
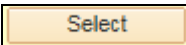




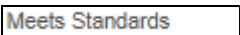
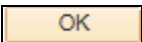

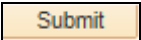
Procedure - Job Aid


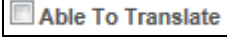

In this topic you will update a team member's profile.


Step	Action	Notes
1.	Click in the User ID field. <input type="text"/>	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field. <input type="text"/>	
4.	Enter " welcome1 " into the Password field.	

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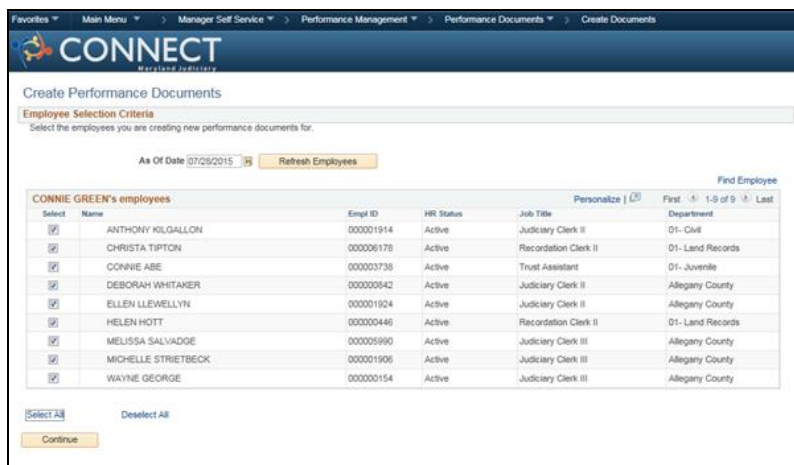
Step	Action	Notes
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Learning and Development menu. 	
9.	Click the Current Team Profiles menu. 	
10.	Click the Select button for Anthony Kilgallon. 	
11.	You can add competencies, qualifications, and education to any of your team members' profiles.	
12.	Click the Add New Competencies link. 	
13.	Click the Look up Competency button. 	
14.	Click the Business Knowledge link. 	
15.	Evaluation Type will be automatically defined.	
16.	The Rating Model will also be automatically defined based on the competency selected.	
17.	Click the Proficiency list. 	
18.	Click the Meets Standards list item. 	
19.	Click the OK button. 	
20.	Click the Save button. 	
21.	Click the Submit button. 	

Step	Action	Notes
22.	NOTE: Since you, as the approving manager, submitted the competency, the profile update was automatically approved. When the employee submits the competency you will be required to approve it.	
23.	Click the OK button. 	
24.	Click the Save button. 	
25.	To select a different team member we will navigate using the top navigation/breadcrumbs. Click the Current Team Profiles menu. 	
26.	Click the Select button Connie Abe. 	
27.	Click the Qualifications tab. 	
28.	Click the Vertical scrollbar to move down the page.	
29.	Click the Add New Language Skills link. 	
30.	Click in the Language field. 	
31.	Enter " sp " into the Language field.	
32.	Click the Speaking Proficiency list. 	
33.	Click the 3 - High list item. 	
34.	Click the Able To Translate checkbox. 	
35.	Click the OK button. 	
36.	Click the Save button. 	
37.	Click the Home link. 	

Step	Action	Notes
38.	Click the Sign out link. 	
39.	You have completed the topic "Updating Team Member Profiles". End of Procedure - Job Aid.	



Create Annual Performance Document (APA)

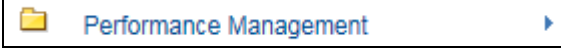
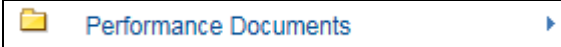

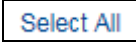

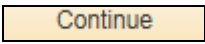


Managers will have the ability to create annual performance documents for their team members in just a few easy steps.

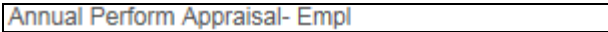
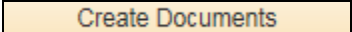


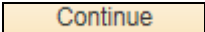

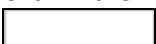
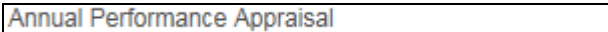

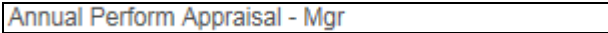
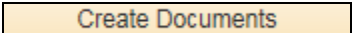
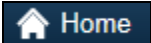
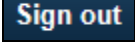


Procedure - Job Aid

In this topic you will go through the steps for creating the annual performance document.

Step	Action	Notes
1.	Enter " deborah.kiel " into the User ID field.	
2.	Click in the Password field.	
3.	Enter " welcome1 " into the Password field.	
4.	Click the Sign In button. 	
5.	Click the Main Menu button. 	

Step	Action	Notes
6.	Click the Manager Self Service menu. 	
7.	Click the Performance Management menu. 	
8.	Click the Performance Documents menu. 	
9.	Click the Create Documents menu. 	
10.	<p>Note: Managers are rated on 7 competencies and non-manager employees are rated on 5 competencies.</p> <p>To account for this difference, a separate manager performance document and employee performance document have been created.</p> <p>When creating the performance documents for your team, you will assign the manager and employee documents accordingly.</p>	
11.	In this example, only 1 of Deborah's team members is a Supervisor. The remaining 6 are non-manager employees.	
12.	Click the Select All link. 	
13.	Click the Select checkbox to deselect Ginger Lockhart. 	
14.	Click the Continue button. 	
15.	Click in the Period Begin Date field. 	
16.	Enter "01/01/2016" into the Period Begin Date field.	
17.	Click in the Period End Date field. 	
18.	Enter "12/31/2016" into the Period End Date field.	
19.	Click the Document Type drop-down list. 	
20.	Click the Annual Performance Appraisal list item. 	
21.	Click the Template drop-down list. 	

Step	Action	Notes
22.	Click the Annual Perform Appraisal- Empl list item. 	
23.	Click the Create Documents button. 	
24.	Click the Create Documents link. 	
25.	Click the Select checkbox for Ginger Lockhart. 	
26.	Click the Continue button. 	
27.	Click in the Period Begin Date field. 	
28.	Enter " 01/01/2016 " into the Period Begin Date field.	
29.	Click in the Period End Date field. 	
30.	Enter " 12/31/2016 " into the Period End Date field.	
31.	Click the Document Type drop-down list. 	
32.	Click the Annual Performance Appraisal list item. 	
33.	Click the Template drop-down list. 	
34.	Click the Annual Perform Appraisal - Mgr list item. 	
35.	Click the Create Documents button. 	
36.	Click the Current Documents link. 	
37.	Click the Home link. 	
38.	Click the Sign out link. 	
39.	You have completed the steps for creating the annual performance document. End of Procedure - Job Aid.	

Day 3: CONNECT PERFORMANCE MANAGEMENT & PRACTICE EXERCISES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Day 3 Practice and Performance Management

CONNECT Classroom Training - **Day 3 - Putting it all Together**

Agenda


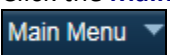



08:30 AM Overview/Recap
09:00 AM Human Resources Lessons
09:20 AM Time Reporting and Absence Request Lessons
10:00 AM Break
10:15 AM Performance Evaluation Lessons
11:00 AM Profile Management Lessons
11:15 AM Education and Learning Management Lessons
11:30 AM Recruitment Lessons
12:00 PM Lunch
01:00 PM Exercise: CONNECTor as Support Role
02:30 PM Break
02:45 PM Mock Support Activity
03:15 PM Resources
04:00 PM Wrap Up and Training Evaluations









Completing the Annual Performance Appraisal (Non-Manager Employee)

Employees can access online performance evaluation documents, complete their self-evaluation, and submit the appraisal for review and approval by their manager.



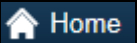
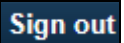
Procedure - Job Aid

In this topic, you will rate yourself on 5 competencies, enter comments to support your rating, and submit the evaluation for review and approval.

Step	Action	Notes
1.	Click in the User ID field.	
2.	Enter " elizabeth.williams " into the User ID field.	
3.	Click in the Password field.	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the My Performance Documents menu. 	

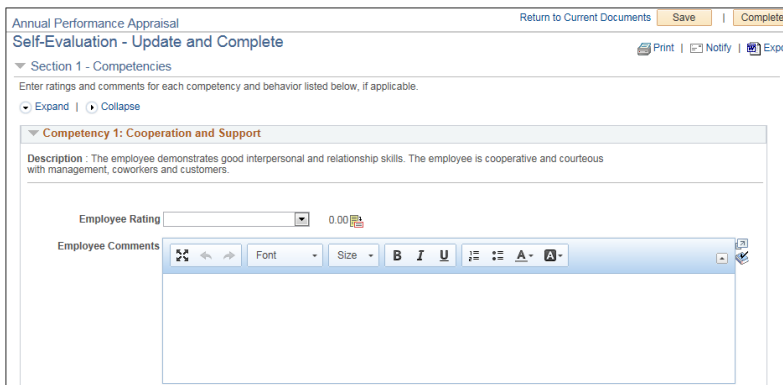
Step	Action	Notes
10.	Click the Current Documents menu. 	
11.	Click the Annual Performance Appraisal link. 	
12.	Notice the steps instructing the employee to complete the self-evaluation by 12/26/15.	
13.	In this example, the indicator is yellow indicating the self-evaluation is not complete. The indicator will turn green when the self-evaluation is complete.	
14.	Click the Expand link to view all the competency details for this evaluation. 	
15.	Click the Vertical scrollbar to move down the page.	
16.	Click the Employee Rating drop-down list. 	
17.	Click the Meets Standards list item. 	
18.	Click in the Employee Comments field.	
19.	It is recommended that you enter comments to support each of your ratings. In the CONNECT system, you will type your comments into the Comments field. For the purposes of training however, comments to support this rating have been entered for you.	
20.	Click the Vertical scrollbar to move down the page.	
21.	Click the Employee Rating drop-down list. 	
22.	Click the Exceeds Standards list item. 	
23.	Click in the Employee Comments field.	
24.	Comments to support this rating have been entered for you.	
25.	Click the Vertical scrollbar to move down the page.	
26.	Click the Employee Rating drop-down list. 	

Step	Action	Notes
27.	Click the Meets Standards list item. 	
28.	Click in the Employee Comments field.	
29.	Comments to support this rating have been entered for you.	
30.	Click the Vertical scrollbar to move down the page.	
31.	Click the Employee Rating drop-down list. 	
32.	Click the Exceeds Standards list item. 	
33.	Click in the Employee Comments field.	
34.	Comments to support this rating have been entered for you.	
35.	Click the Vertical scrollbar to move down the page.	
36.	Click the Employee Rating drop-down list. 	
37.	Click the Exceeds Standards list item. 	
38.	Click in the Employee Comments field.	
39.	Comments to support this rating have been entered for you.	
40.	Click the Calculate Rating button in the Competencies Summary section. 	
41.	Notice the overall rating was automatically calculated based on the ratings you assigned to each competency.	
42.	Click the Vertical scrollbar to move down the page.	
43.	Click in the Employee Comments field.	
44.	Comments to support the overall rating have been entered for you.	
45.	Click the Save button. 	
46.	Click the Complete button. 	
47.	Click the Confirm button. 	
48.	Notice the indicator is green indicating you have completed the self evaluation.	

Step	Action	Notes
49.	Click the View link. 	
50.	Click the Expand link. 	
51.	Notice you can view the section details but cannot edit these details since it was submitted to your manager for review.	
52.	Click the Vertical scrollbar to move down the page.	
53.	Review the remaining details as desired.	
54.	Click the Home link. 	
55.	Click the Sign out link. 	
56.	You have completed the topic "Completing the Annual Performance Appraisal (Non-Manager Employee)". End of Procedure - Job Aid.	

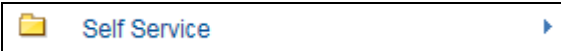


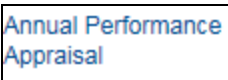
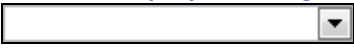
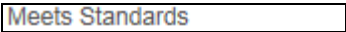
Completing the Annual Performance Appraisal (Managerial Employee with Direct Reports)

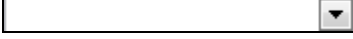
Employees can access online performance evaluation documents, complete their self-evaluation, and submit the appraisal for review and approval by their manager.


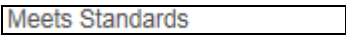

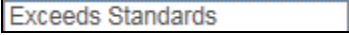


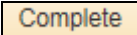


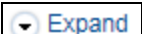




Procedure - Job Aid

In this topic, you will rate yourself on 7 competencies, enter comments to support your rating, and submit the evaluation for review and approval.

Step	Action	Notes
1.	Enter " ginger.lockhart " into the User ID field.	
2.	Click in the Password field.	
3.	Enter " welcome1 " into the Password field.	
4.	Click the Sign In button. 	
5.	Click the Main Menu button. 	
6.	Click the Self Service menu. 	
7.	Click the Performance Management menu. 	
8.	Click the My Performance Documents menu. 	
9.	Click the Current Documents menu. 	
10.	Click the Annual Performance Appraisal link. 	
11.	Notice the steps instructing the employee to complete the self-evaluation by 12/26/15.	
12.	In this example, the indicator is yellow indicating the self-evaluation is not complete. The indicator will turn green when the self-evaluation is complete.	
13.	Click the Expand link to view all the competency details for this evaluation. 	
14.	Click the Vertical scrollbar to move down the page.	
15.	Click the Employee Rating drop-down list. 	
16.	Click the Meets Standards list item. 	
17.	Click in the Employee Comments field.	

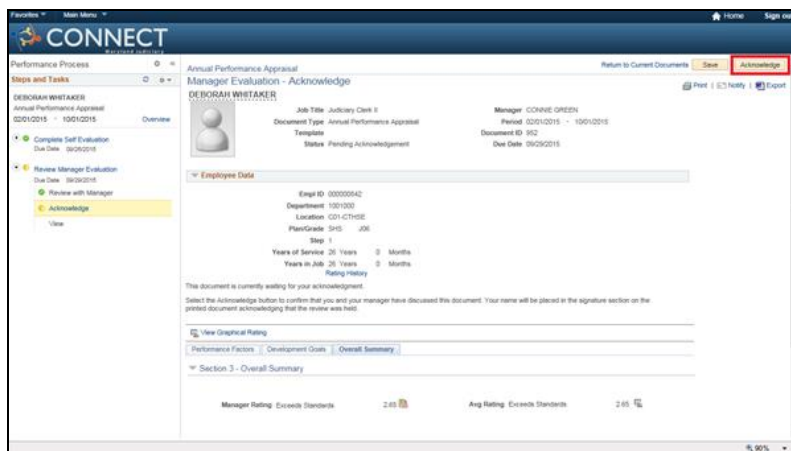
Step	Action	Notes
18.	It is recommended that you enter comments to support each of your ratings. In the CONNECT system, you will type your comments into the Comments field. For the purposes of training however, comments to support this rating have been entered for you.	
19.	Click the Vertical scrollbar to move down the page.	
20.	Click the Employee Rating drop-down list. 	
21.	Click the Exceeds Standards list item. 	
22.	Click in the Employee Comments field.	
23.	Comments to support this rating have been entered for you.	
24.	Click the Vertical scrollbar to move down the page.	
25.	Click the Employee Rating drop-down list. 	
26.	Click the Exceeds Standards list item. 	
27.	Click in the Employee Comments field.	
28.	Comments to support this rating have been entered for you.	
29.	Click the Vertical scrollbar to move down the page.	
30.	Click the Employee Rating drop-down list. 	
31.	Click the Meets Standards list item. 	
32.	Click in the Employee Comments field.	
33.	Comments to support this rating have been entered for you.	
34.	Click the Vertical scrollbar to move down the page.	
35.	Click the Employee Rating drop-down list. 	
36.	Click the Exceeds Standards list item. 	
37.	Click in the Employee Comments field.	
38.	Comments to support this rating have been entered for you.	
39.	Click the Vertical scrollbar to move down the page.	

Step	Action	Notes
40.	Click the Employee Rating drop-down list. 	
41.	Click the Meets Standards list item. 	
42.	Click in the Employee Comments field.	
43.	Comments to support this rating have been entered for you.	
44.	Click the Vertical scrollbar to move down the page.	
45.	Click the Employee Rating drop-down list. 	
46.	Click the Exceeds Standards list item. 	
47.	Click in the Employee Comments field.	
48.	Comments to support this rating have been entered for you.	
49.	Click the Calculate Rating button in the Competencies Summary section. 	
50.	Notice the overall rating was automatically calculated based on the ratings you assigned to each competency.	
51.	Click in the Employee Comments field.	
52.	Comments to support the overall rating have been entered for you.	
53.	Click the Save button. 	
54.	Click the Complete button. 	
55.	Click the Confirm button. 	
56.	Notice the indicator is green indicating you have completed the self-evaluation.	
57.	Click the View link. 	
58.	Click the Expand link. 	
59.	Notice you can view the section details but cannot edit these details since it was submitted to your manager for review.	

Step	Action	Notes
60.	Click the Vertical scrollbar to move down the page.	
61.	Review the remaining details as desired.	
62.	Click the Home link. 	
63.	Click the Sign out link. 	
64.	You have completed the topic "Completing the Annual Performance Appraisal (Employee with Direct Reports)". End of Procedure - Job Aid.	


Reviewing & Acknowledging the Annual Performance Appraisal






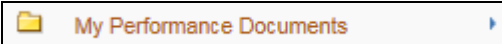
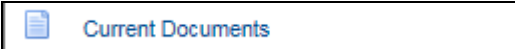
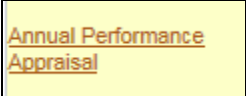
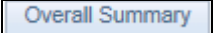
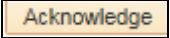


Once the appraisal has been reviewed and updated by the Manager, the employee will confirm acknowledgement of the completed appraisal.

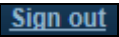


Procedure - Job Aid

In this topic, you will review your manager's rating for your performance appraisal and acknowledge you have received the completed appraisal.

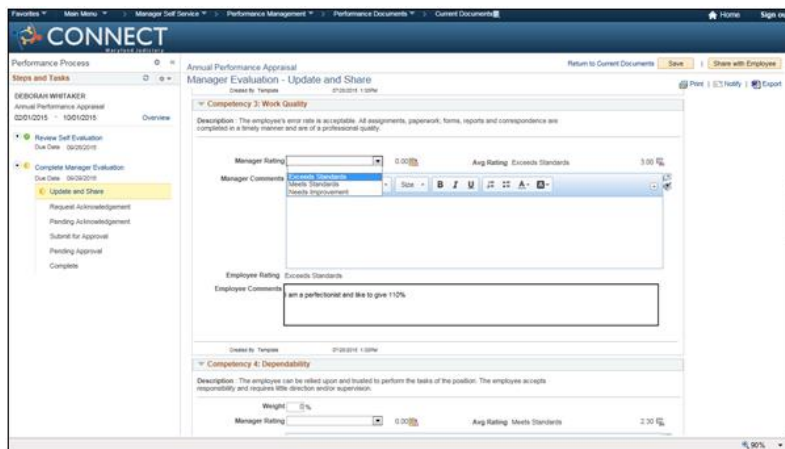
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " deborah.whitaker " into the User ID field.	

Step	Action	Notes
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the My Performance Documents menu. 	
10.	Click the Current Documents menu. 	
11.	Click the Annual Performance Appraisal link. 	
12.	Notice the Overview section indicates you have completed the self evaluation and your manager has reviewed and responded with their feedback.	
13.	Click the Overall Summary tab. 	
14.	Review your manager's ratings.	
15.	Click the Acknowledge button to acknowledge you have received and reviewed the completed evaluation. 	
16.	Click the Confirm button. 	
17.	You have acknowledged your annual performance appraisal. Click the Home link. 	

Step	Action	Notes
18.	Click the Sign out link. 	
19.	You have completed the topic "Reviewing and Acknowledging the Annual Performance Appraisal". End of Procedure - Job Aid.	




Review and Update APA Documents




Managers will be able to update and share the performance document with employees.









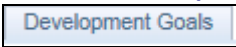








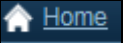

Procedure - Job Aid

In this topic you will go through the steps for reviewing and updating the annual performance appraisal document.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	

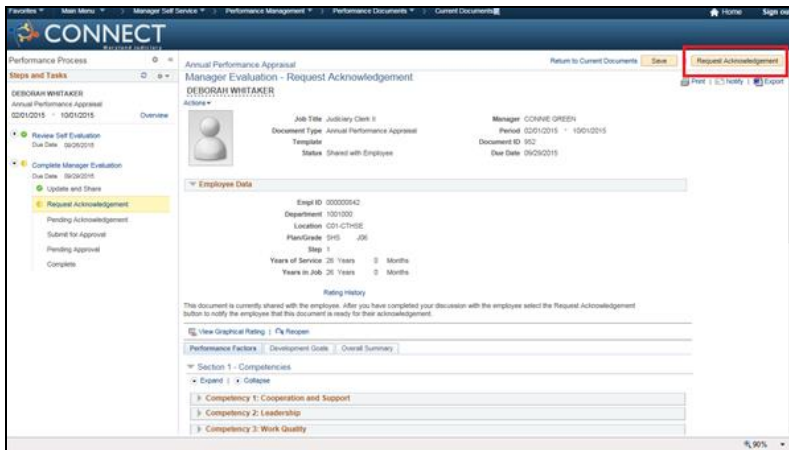
Step	Action	Notes
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the Performance Documents menu. 	
10.	Click the Current Documents menu. 	
11.	Click the DEBORAH WHITAKER link. 	
12.	Click the Vertical Scrollbar to scroll down the page.	
13.	Click the Expand link. 	
14.	Click the Manager Rating list. 	
15.	Click the Meets Standards list item. 	
16.	Click the Vertical Scrollbar to scroll down the page.	
17.	Click the Manager Rating list. 	
18.	Click the Meets Standards list item. 	
19.	Click the Vertical Scrollbar to scroll down the page.	
20.	Click the Manager Rating list. 	
21.	Click the Exceeds Standards list item. 	
22.	Click the Vertical Scrollbar to scroll down the page.	
23.	Click the Manager Rating list. 	
24.	Click the Exceeds Standards list item. 	

Step	Action	Notes
25.	Click the Vertical Scrollbar to scroll down the page.	
26.	Click the Manager Rating list. 	
27.	Click the Exceeds Standards list item. 	
28.	Click the Vertical Scrollbar to scroll down the page.	
29.	Click the Manager Rating list. 	
30.	Click the Meets Standards list item. 	
31.	Click in the Manager Comments field.	
32.	Enter " Needs to learn new management techniques that will help improve. " into the Manager Comments field.	
33.	Click the Vertical Scrollbar to scroll down the page.	
34.	Click the Manager Rating list. 	
35.	Click the Exceeds Standards list item. 	
36.	Click the Vertical Scrollbar to scroll down the page.	
37.	Click the Calculate Rating button. 	
38.	Click in the Manager Comments field.	
39.	Enter " Great work and management! New techniques will take you over the top. " into the Manager Comments field.	
40.	Click the Save button. 	
41.	Click the Vertical Scrollbar to scroll down the page.	
42.	Click the Development Goals tab. 	
43.	Click the Expand link. 	
44.	Click the Edit Details button. 	
45.	Click in the Employee Measurement field.	

Step	Action	Notes
46.	Enter " Let's start measuring the learning of new management techniques for 2015. " into the Employee Measurement field.	
47.	Click the Update button. 	
48.	Click the Vertical Scrollbar to scroll down the page.	
49.	Click the Overall Summary tab. 	
50.	Notice the Manager Rating.	
51.	Click the Share with Employee button. 	
52.	Click the Confirm button. 	
53.	You have completed the employee's Annual Performance Appraisal. Click the Home link. 	
54.	Click the Sign out link. 	
55.	You have completed the steps for reviewing and updating the annual performance appraisal document. End of Procedure - Job Aid.	







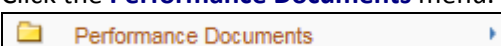
Request Acknowledgement of APA Document







Once both the manager and employee have completed their performance document input and reviewed, the manager will request for the employee acknowledgement, which is their electronic signature.



Procedure - Job Aid

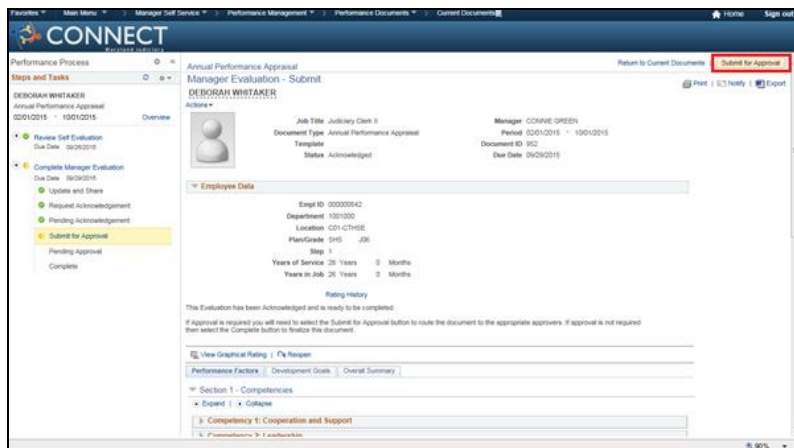
In this topic you will go through the steps for requesting acknowledgement of APA document by employee.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the Performance Documents menu. 	

Step	Action	Notes
10.	Click the Current Documents menu. 	
11.	Click the DEBORAH WHITAKER link. 	
12.	Click the Request Acknowledgement button. 	
13.	Click the Confirm button. 	
14.	You have requested an electronic acknowledgement from the employee for the annual performance appraisal. Click the Home link. 	
15.	Click the Sign out link. 	
16.	You have completed the steps for requesting acknowledgement of APA document by employee. End of Procedure - Job Aid.	








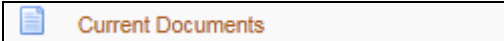
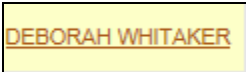
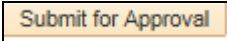
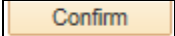
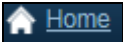
Review and Submit APA Document for Approval


Once the employee acknowledges the performance document, the manager will submit for approval by their manager.



Procedure - Job Aid

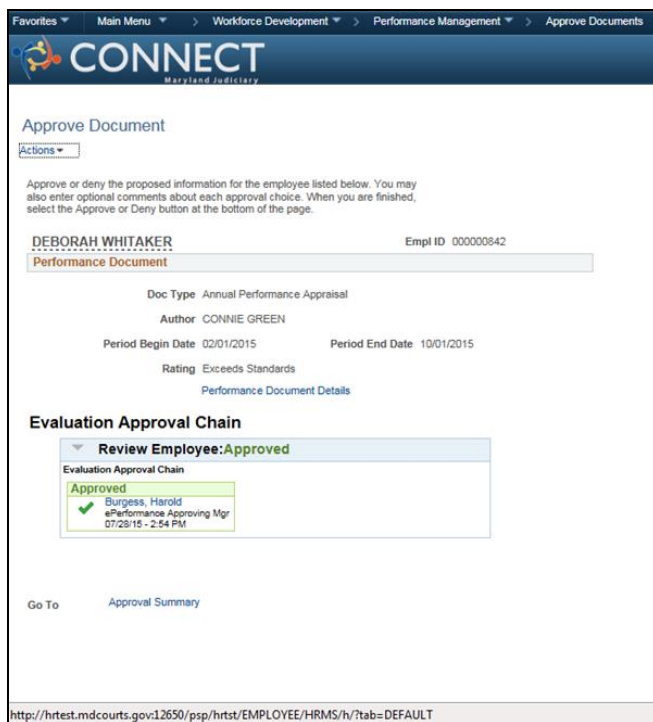
In this topic you will go through the steps for requesting approval of APA document by manager.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " connie.green " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Manager Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the Performance Documents menu. 	
10.	Click the Current Documents menu. 	
11.	Click the DEBORAH WHITAKER link. 	
12.	Click the Submit for Approval button. 	
13.	Click the Confirm button. 	
14.	You have reviewed and submitted the approval of an annual performance appraisal for your employee. Click the Home link. 	

Step	Action	Notes
15.	Click the Sign out link. 	
16.	You have completed the steps for requesting approval of APA document manager. End of Procedure - Job Aid.	


Review and Approve APA Document by "One Up" Manager





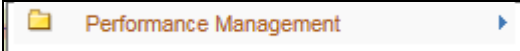

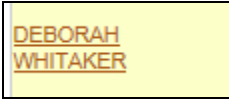
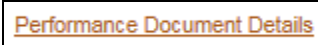
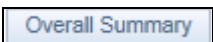



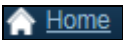
The final approver of the performance document is the employee supervisor's manager.




Procedure - Job Aid

In this topic you will go through the steps to review and approve the completed APA document as the final manager.

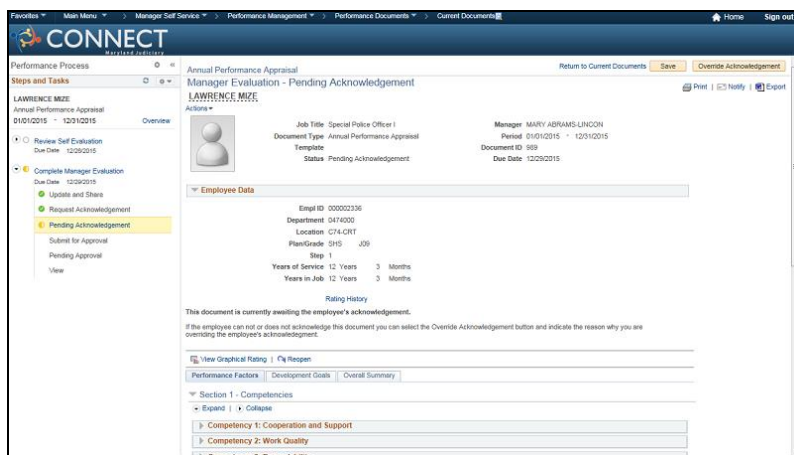
Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " harold.burgess " into the User ID field.	

Step	Action	Notes
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	
7.	Click the Workforce Development menu. 	
8.	Click the Performance Management menu. 	
9.	Click the Approve Documents menu. 	
10.	Click the DEBORAH WHITAKER link. 	
11.	Click the Performance Document Details link. 	
12.	Click the Overall Summary tab. 	
13.	Notice the Manager Rating.	
14.	Click the Close button. 	
15.	Click the Approve button. 	
16.	Click the Close button. 	
17.	You have completed the final approval of the employee's annual performance evaluation. Click the Home link. 	

Step	Action	Notes
18.	Click the Sign out link. 	
19.	You have completed the steps for approving the APA document by final manager. End of Procedure - Job Aid.	





Overriding APA Acknowledgement



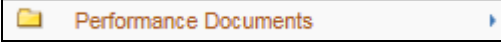

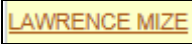
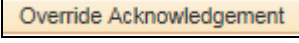

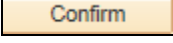


Overriding Annual Performance Appraisal Acknowledgement



Procedure - Job Aid

In this topic you will go through the steps to override an APA acknowledgement.

Step	Action	Notes
1.	Click in the User ID field. 	
2.	Enter " mary.abrams " into the User ID field.	
3.	Click in the Password field. 	
4.	Enter " welcome1 " into the Password field.	
5.	Click the Sign In button. 	
6.	Click the Main Menu button. 	

Step	Action	Notes
7.	Click the Manager Self Service menu. 	
8.	Click the Performance Management menu. 	
9.	Click the Performance Documents menu. 	
10.	Click the Current Documents menu. 	
11.	Click the LAWRENCE MIZE link. 	
12.	The Override Acknowledgement button is used if the employee is not available or refuses to provide acknowledgement to the evaluation and the manager needs to bypass this step.	
13.	Click the Override Acknowledgement button. 	
14.	Click the Employee Not Available option. 	
15.	Click the Confirm button. 	
16.	Click the Home link. 	
17.	Click the Sign out link. 	
18.	You have completed the steps to override an APA acknowledgment. End of Procedure - Job Aid.	

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Reference: CONNECT BUSINESS PROCESSES

[illegible]

CONNECT Business Processes (Managers and Employees)

The following documents are visual maps of the CONNECT business processes where managers/supervisors and employees play a role in. It is a way to become familiar of where in the process your role's transactions take place and what other roles are involved. Click on the links below to open the business process maps as PDFs.

CONNECT Business Process Maps

- Human Resources: http://courtnet/connect/connected/090715-HCM_Stream%201_TRAINING.pdf
- Education and Learning: http://courtnet/connect/connected/090815-HCM_Stream%202-ELM_TRAINING.pdf
- Recruitment: http://courtnet/connect/connected/091515-HCM_Stream%204_Recruitment_TRAINING.pdf
- Absence Management and Time Reporting: http://courtnet/connect/connected/091515-HCM_Stream%203_TLAM_TRAINING.pdf

GLOSSARY

activity	In the CONNECT Education and Learning system, activity is an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and wait listing capacities.
cascading main menu	The cascading main menu provides access to all the folders, submenus, and pages in CONNECT.
component	A Component is a collection of pages which are logically grouped.
current learning	In CONNECT Education and Learning, a self-service repository for all of a learner's in-progress learning activities and programs.
learning components	The foundational building blocks of learning activities that supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
list box	A list box (also referred to as list menu) is a field similar to an edit box, but with a down arrow within the box which contains a list of options to select.
list menu	A list box (also referred to as list menu) is a field similar to an edit box, but with a down arrow within the box which contains a list of options to select.
Look Up	A Lookup button, which looks like a magnifying glass, can be used to look up a valid value for the field
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.
planned learning	The plan learning is a self-service repository for all of a learner's planned learning activities and programs.
run control ID	A unique ID to associate each user with his or her own run control table entries.
search	Search is composed of <u>basic</u> and <u>advance</u> search. Both allow you to look up data based on information provided such as Employee ID or Name, or selecting options from drop-down list boxes.
Sign in	To Sign in or Log in indicates when the site opens, you type in your User ID and Password to access the secured areas.
type ahead	Auto Complete , also referred to as Type Ahead , is system feature to prompt data lookup as you type, suggesting appropriate values from which to choose.
workflow	Workflow enables automated notification and easier management of tasks, or worklist items.
worklist	The automated to-do list that CONNECT Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.